



Lacombe & District Historical Society Job Description

<u>POSITION TITLE:</u> MUSEUM ANIMATOR	<u>ANTICIPATED START DATE:</u> MAY 12, 2026 – SEPTEMBER 1, 2026
<u>SCHEDULE:</u> 7 HOURS PER DAY, 5 DAYS PER WEEK TOTALING 35 HOURS PER WEEK	<u>WAGE:</u> \$18.00/HOUR

Are you a passionate and enthusiastic individual in the Lacombe region? Do you have a keen interest in history? Are you seeking a dynamic summer work opportunity in a positive team environment with an excellent work culture? Join our team for a fun and rewarding experience this summer!

Job Description

The Lacombe Museum is currently seeking outgoing, enthusiastic, and motivated individuals to be our 2026 Museum Animators.

The successful candidate will be responsible for supporting public-facing activities, including programs, tours, and special events in a museum setting. Responsibilities include assisting with the organization, planning, and delivery of all public-facing programs and events, from weekly public walking tours and special events to our Annual Harvest Dinner. In addition to ongoing programmatic tasks, the Museum Animator will work with the Executive Director and Head Gardener in the ongoing coordination of volunteer programs, cultivation, and maintenance of the museum's public gardens and green spaces.

The candidate should have strong interpersonal, teamwork, and communication skills, as well as respect for, and the ability to work with, diverse populations. Ability to work weekends and some evenings is required.

Tasks Include

- Support the research, planning, and execution of public programs and special events under the direction of the Executive Director and in coordination with the Curator of History.
- Assist in the planning, organization, and delivery of weekly programming, including guided interpretive tours of the Lacombe Museums and gardens.
- Collect and create material for the blog and social media channels under the direction of the Executive Director.
- Address visitor inquiries and provide additional interpretation of the House and exhibits when appropriate.
- Support logistical tasks required in organizing events, including picking up and returning rented equipment or program materials.
- Assist in community engagement events in public greenspaces or online, working alongside the Executive Director, contractors, and consultants.
- Support the guest services team at the front desk and gift shop, as required.

Qualifications

- Some university/college or training in museum studies, performing arts, history, communications, education, or a related field is preferred.
- Strong teamwork and communication skills with a natural inclination to collaborate.
- Passion for Alberta's arts and culture scene and an interest in developing unique and diverse cultural events, programs, or workshops.
- Attention to detail and thoroughness even with repetitive tasks.
- Friendly personality to work well with staff and volunteers in a busy team environment, but also self-disciplined to work alone.
- Confident working with the public to guide tours, teach, or facilitate a group.
- Willingness to learn and share knowledge to help train others.
- Possess knowledge of or interest in local history, including current issues.
- Exceptional organizational and time management skills, punctual, and reliable.
- Applicable computer skills and experience with some administration work (Microsoft Office suite, Windows, email, search engines, etc.).
- Experience operating A/V equipment such as cameras, microphones, mixers, and speakers would be considered an asset.
- Criminal Record Check with Vulnerable Sector Check.

IMPORTANT NOTE:

This is a non-union position dependent on grant funding from Young Canada Works and must fit the criteria of the Young Canada Works Program.

Application

Please send a cover letter and resume via email to info@lacombemuseum.com with "Museum Animator Application" before the deadline date of April 15, 2026.

Interview: In-person or online video meetings until the position is filled.

Applicants must be eligible for the Young Canada Works (YCW) Internship program and available for the entire contract period, including weekends, holidays in July & August, and occasional evenings as required.

NOTE: This position is contingent on successful grant funding through Young Canada Works. Applicants must be registered with Young Canada Works and meet the program's requirements.

Equal Opportunity Employer: The Lacombe & District Historical Society encourages candidates of all backgrounds to apply.

Characteristics of City/Region:

Lacombe is a city of approximately 14,000 located in Central Alberta, midway between Edmonton and Calgary, and just 20 minutes north of Red Deer. As a small city located outside of an urban center (Red Deer) in Alberta, and at the crossroads of a major travel route, Lacombe attracts thousands of visitors annually. The museum occupies the 1894 Michener House Museum, the 1902 Blacksmith Shop Museum, and the 1904 Flatiron Building Museum. Lacombe Museum also cares for the Heritage Learning Garden, 0.3 acres of educational cultural landscaping on its 1.0-acre site with adjoining gardens. The diverse history of early Lacombe, the Michener Family, and subsequent occupants of the three buildings are represented in the Museum's collections, exhibits, programs, and special events.

Learn about the Lacombe Museum at: lacombemuseum.com

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