Internal Posting

Under the general supervision of, and reporting to, the Public Programming Coordinator the Programming Assistant helps to facilitate programming for the general public, and assists with seasonal events at Fanshawe Pioneer Village.

Term:
- Part-time-Seasonal
- From mid-August to mid-December (calendar dates to be determined)

Hours/Days of Work:
- August-October 9
  - 3 days a week, potential up to 4, Wednesday-Sunday
  - General hours are 10:00-4:30, with 1 30-minute unpaid lunch break
  - Must be available Thanksgiving Monday
- October 10-Mid-December
  - As scheduled
  - Working weekends and/or evenings is required
  - Must be available to work Abandoned Village Halloween, Holiday Market, Christmas Truce, and Christmas at the Village events.
  - This position will require working on October 12-14th, 19-21th, 26-29th, Halloween evening, November 25th, December 3rd, and December 9-10th, 2023.

Salary: Grade 1, Step 1 $15.50/hr

Reporting to: Public Programming Coordinator

Duties and Areas of Responsibilities:

1. Public Programming Department Responsibilities;
   a. Assist with opening & closing of the Heritage Village site during special events and daily operations
   b. Assist with historic interpretation as scheduled
   c. Provide programming support at special events
   d. Provide assistance with event set-up and tear down as directed
   e. Duties may include supporting Education Department programming

2. Visitor Services Department Responsibilities;
   a. Monitor visitor parking areas
   b. Provide occasional support to the Denfield General Store
   c. Duties may include covering or supporting sales at peak times or to relieve store staff for breaks
   d. Act under site supervisor during special events and operating hours to ensure Museum/Heritage Village site, health and safety procedures and

3. General Responsibilities;
   a. Maintain excellence in customer service
   b. Ensure the safety of visitors and staff and protect the site's resources
   c. Light building cleaning and maintenance related to duties
   d. Other duties as assigned.

Qualifications:

- Excellent interpersonal and communication skills.
- Excellent customer service and problem-solving skills.
- Ability to work in a team environment.
- Strong organizational abilities.
- Ability to operate with a minimum of direct supervision.
- 3 to 6 months of retail or customer service experience an asset.
- Ability to wear historical costumes or corporate wear (provided) and adhere to guidelines with respect to jewellery, make-up and other forms of personal adornment.
- Experience in the museum, non-profit or hospitality sector an asset.
- Fluency in French an asset.
- Valid first aid and CPR certificates an asset.
- Must be able to provide a Police Information Check and Vulnerable Persons Screening.

PLEASE NOTE:

- Public transportation to the site is unavailable. Staff must have own transportation.
- At this time Fanshawe Pioneer Village requires all staff and volunteers to have been administered with at least two doses of a Government approved Covid-19 vaccine.
- Accommodation will be provided in all parts of the hiring process as required under the Accessibility for Ontarians with Disabilities Act (AODA), Integrated Accessibility Standards. Applicants need to make their needs known in advance. The London & Middlesex Heritage Museum is an equal opportunity employer.
- Fanshawe Pioneer Village thanks all those who apply, but only those applicants selected for interview will be contacted.

Interested candidates may submit a cover letter and resume by 5:00 pm on July 18, 2023.

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