



HERITAGE AND TOURISM ASSISTANT SUMMER STUDENT POSITION

The Municipality of Arran-Elderslie invites qualified applicants for the position of **Heritage and Tourism Assistant**. Reporting to the Economic Development & Communications Coordinator and/or the Manager of Facilities, Parks & Recreation, the Heritage and Tourism Assistant will work with municipal staff, and the museum team on tourism and museum related projects and programs and provide information to the public.

GENERAL DUTIES

- General operations at the Treasure Chest Museum including tours, research and programs.
- Assist with artifact and archive cataloguing and inventory.
- Assist in the development and implementation of tourism and heritage projects and programs.
- Create promotional and marketing communications material including, posters, brochures, and social media.
- Develop and curate engaging content for the Municipality's tourism social media platforms.
- Develop and write articles to share on our social media channels, website and local newspaper.
- Perform administrative tasks as required.

KNOWLEDGE/QUALIFICATIONS

- Minimum seventeen (17) years of age.
- Currently enrolled in highschool or college/university program.
- Valid Class G driver's license and clean abstract is an asset
- Ability to work independently and have an interest in history and possess general knowledge of services available in Arran-Elderslie.
- A working understanding of the standard Microsoft Office suite of programs, and social networking applications.
- Experience with or aptitude for graphic design
- Pleasant, professional yet friendly and out-going manner are key to success in this position.
- Familiar with WHMIS regulations, Occupational Health and Safety Act.
- Possess Criminal Reference Check with results satisfactory to the Municipality of Arran-Elderslie.

If you are looking for an opportunity, please submit your resume and cover letter in confidence to the undersigned by February 6, 2026 at 12:00 p.m. via e-mail or regular mail. It should be noted that only those individuals selected for an interview will be contacted.

Salary - \$18.85/hr.to \$19.35/hr.

Subject: **Heritage and Tourism Assistant**

1925 Bruce Road 10, Box 70

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A copy of the job description is available by visiting
www.arran-elderslie.ca/careers.