

Job Opportunity

Culture Summerside Assistant (Full-time/Permanent)

The City of Summerside is seeking a motivated, detail-oriented individual to join our team as a Culture Summerside Assistant. This full-time permanent position offers an exciting opportunity to work in a vibrant cultural setting that celebrates Summerside's rich heritage, arts, and community spirit.

The successful candidate will work 40 hours per week, with some flexibility required for occasional evenings and weekends. A strong commitment to service excellence, collaboration, and community engagement is essential.

About the Role

Reporting to the Director of Culture Summerside, the Culture Summerside Assistant plays a key administrative and program support role. The ideal candidate is organized, self-driven, and comfortable managing multiple projects in a dynamic environment. Strong skills in administration, digital tools, and communication are required, along with a passion for local culture and history.

Experience in archival practices, fluency in both English and French, or knowledge of additional languages will be considered assets.

Duties include:

- Provide administrative and financial support to the Director of Culture Summerside.
- Maintain and update databases for artists, volunteers, and partners.
- Manage inventory of shop merchandise, program materials, and supplies.
- Collect and maintain visitor statistics, user data, and feedback surveys
- Coordinate and respond to facility rental inquiries and support event execution
- Administer petty cash and float reconciliation in accordance with financial protocols.
- Assist in promoting the City's cultural tourism offerings.
- Help develop reports, presentations, and communications materials.
- Support the planning of revenue-generating and public art initiatives
- Provide supervision and guidance to summer students as needed.
- Assist with the delivery of public programs, educational tours, and special events.
- Contribute to the delivery of public programs, tours, and special events
- Provide support for archival and heritage-related projects
- Perform other duties as required to support Culture Summerside's objectives

Required Qualifications and Competencies:



- **Education & Experience:** Post-secondary education in a related field, or equivalent combination of education and relevant experience. Formal education in administration would be considered an asset.
- **Driver's License:** Valid driver's license with access to a reliable vehicle
- **Local Knowledge:** Strong interest in the history and culture of Summerside and Prince Edward Island
- **Arts & Culture Familiarity:** Knowledge of the City's arts, heritage, and cultural programs
- **Technical Proficiency:** Strong computer and digital skills; highly organized with attention to detail
- **Communication:** Excellent written and verbal communication skills
- **Initiative:** Demonstrated commitment to innovation, leadership, and excellence
- **Problem Solving:** Creative thinker with strategic and practical problem-solving abilities
- **Collaboration:** Able to work both independently and collaboratively in a team setting

What We Offer:

The City of Summerside provides a supportive and inclusive workplace with a competitive compensation and benefits package, including:

- A **defined benefit pension plan** for long-term financial stability
- **Comprehensive medical and dental coverage** for you and your family
- An **employer-paid Employee Assistance Program (EAP)** to support wellness
- **Three weeks of vacation** to start, with increases based on years of service
- **Opportunities for professional development** within a vibrant municipal environment


Hours: 40 hours per week

Wage: \$23.50 per hour

How to Apply:

To apply, please submit a confidential cover letter and resume outlining your qualifications and interest in the position. Be sure to include "Culture Summerside Assistant" in the subject line of your email.

 **Email:** jobs@summerside.ca

 **Deadline to apply:** Wednesday, June 11 at 4:00 PM (AST)

We would like to thank all applicants for their interest; however, only those who are selected for an interview will be contacted.