



**Job Posting**  
**Production & Summer Program Coordinator**

**Seveston Historical Society**

**Total number of jobs available: 1**

**Production & Summer Program Coordinator**

\*Weeks: 8 weeks

\*Approximate Start date: June 24, 2024

\*Hours: 35 hours/week

\* This job is funded by a Government grant through the Canada Summer Jobs program and is open to young people under 30 years of age. All interested applicants must meet these criteria. Post-Secondary students preferred.

Per Hour Rate: \$20.79/hour

Location: Seveston Museum and Post Office

Work on weekends is required; some flexibility may be available on select days based on event schedule

**POSITION OVERVIEW**

The Seveston Historical Society is looking for an enthusiastic, mature, self-motivated individual whose primary role will be overseeing stage management components of the Seveston Alive! Walking Tour Vignette program. You will also undertake general administrative duties, assist with other onsite special events, and offer some heritage interpretation at the Seveston Museum.

Examples of key work activities include:

- For performances of Seveston Alive! Walking Tour Vignettes program:
  - Coordinate and organize performance schedule with student actors
  - Act as costumed Tour Guide during each performance
  - Maintain costumes during performance run
  - Oversee safety of performers and audience in public spaces
  - Coordinate online and in-person ticket sales
  - Monitoring and maintaining budget
  - Promotion of tour onsite
  - Coordinate actors to participate in Seveston Salmon Festival Parade
- General administrative duties as directed
- Assist with other special events or exhibitions taking place onsite at the Seveston Museum including Seveston Vintage Fairs and Pop Up Art Shows
- Provide heritage information & interpretation in Seveston Museum spaces including customer service to members of the public as required
- Event related promotion on events sites. Liaise with SHS social media person.
- Other duties as required and agreed upon.

Please submit resume and cover letter to:

Deadline: May 25, 2024

Lori Gelz [info@historicseveston.ca](mailto:info@historicseveston.ca)