



Position Title: **Heritage Centre Summer Student**  
Reports To: Heritage Centre Manager  
Location: 51 ON-105 Highway  
Status: Full-Time (35 hours per week)  
Revision Date: April 2026

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### **JOB PURPOSE**

The Heritage Centre Summer Student will support the day-to-day operations of the Red Lake Regional Heritage Centre during the summer season. This position is responsible for greeting and engaging the public, assisting with the delivery of summer programming, and supporting projects alongside other members of the RLRHC team.

### **SPECIFIC ACCOUNTABILITIES**

- Greet visitors in a friendly, professional, and welcoming manner
- Engage members of the public and provide excellent customer service
- Assist visitors who wish to tour or use the gallery space
- Conduct interactive tours for visitors and groups
- Support the planning and delivery of summer programming opportunities
- Help tourists locate tourism brochures, maps, and other visitor resources
- Assist with gift shop operations, including customer service and light sales support, as required
- Work collaboratively with other members of the RLRHC team on projects and daily activities
- Help maintain tidy, organized, and welcoming public spaces
- Provide general administrative and operational support as needed
- Follow all applicable workplace health and safety policies and procedures
- Perform other related duties as assigned

### **WORKPLACE REQUIREMENTS & CONDITIONS**

- Work is performed in a museum, gallery, and visitor services environment.
- The position requires regular interaction with the public.

- Weekend and flexible hours may be required, depending on operational needs and programming schedules.

## **RELATIONSHIPS**

**Internal:** Employees of the Heritage Centre

**External:** General public, schools and educators, stakeholders, visitors.

## **KNOWLEDGE, SKILLS & TECHNICAL ABILITIES**

- Must be eligible to work in Canada.
- Must meet the eligibility requirements of any applicable summer student funding program.
- Strong interpersonal and communication skills.
- Friendly, approachable, and comfortable interacting with the public.
- Ability to work independently and as part of a team.
- Strong customer service skills.
- Reliable, punctual, and organized.
- Interest in local history, tourism, museums, or cultural programming is considered an asset.
- Cash handling or retail experience is considered an asset.
- Experience working with the public, children, or in program delivery is considered an asset.
- Positive and enthusiastic attitude.
- Comfortable speaking to individuals and groups.
- Ability to provide engaging and informative visitor experiences.
- Willingness to learn and assist with a variety of tasks.
- Interest in promoting local tourism and heritage opportunities.

## **TERM OF EMPLOYMENT**

- Proposed start date: June 29<sup>th</sup>, 2026
- Proposed end date: August 29, 2026

## **COMPENSATION**

- \$22.46 an hour – Job Classification - 01

## **UNION**

- United Steelworkers