

Program Stream: Young Canada Works in Heritage Organizations

Job Title – Museum Interpreter - JOB ID #1

Organization Name: Drayton Valley Museum

Job Location: Drayton Valley, Alberta

Length of Assignment: 10 weeks; Thursday – Monday; **Weekend work required**

Hourly Wage : \$16.50/hr ; 30hrs/week;

Tentative Start Date: June 25, 2026

Application Deadline: June 1, 2026 (or until suitable candidate found)

Email resume to: dvmuseumadmin@gmail.com **Attn:** Hiring committee

Mail: Box 5099, Drayton Valley, AB T7A1R3

JOB DESCRIPTION:

Drayton Valley Museum and Archives is looking for one (1) Museum Interpreter as part of the 2026 Young Canada Works Program in Heritage Organizations. This role will be a perfect summer job opportunity for students with an interest in local rural history, museums & heritage, tourism and those with an interest in working for a volunteer based non-profit society.

Description of Tasks

- Deliver guided on-site interpretive tours of the Drayton Valley Museum
- Provide accurate information about the museum and its collection to visitors
- Provide accurate information to local and out of town visitors about our community, its amenities and of the local area when requested
- Assist with the research and collection of accurate information to create 1-2 new museum exhibits
- Complete the transcription/uploading and print out of 3 oral history recordings on file
- Research and write up information on objects in our collection that are lacking in information
- Create museum related digital content in the form of posts, photos and videos which will be shared on our social media sites
- Support the Drayton Valley Museum and Archives through positive conduct and actions and help to maintain our inclusive, welcoming environment
- Be open to learning, sharing and other duties as assigned

Ideal Candidate will be a current, full-time student with an interest in local history, museum studies, tourism, education or another relevant program

- Must enjoy working and engaging with the public
- Must be reliable, energetic, creative and outgoing
- Experience with MS Office, search engines, Apps and email
- Basic knowledge and experience using social media platforms
- Experience in research and writing reports and documents
- Ability to write and print legibly
- Good public speaking skills with the ability to communicate with people of all ages, diversity & cultures
- Possess knowledge or be interested in the history Drayton Valley and Brazeau County

- Organized, detail oriented (even with mundane tasks), good time management skills
- A friendly, collaborative personality
- Self-motivated with ability to work independently
- Adaptable to changing environment, situations or work schedules
- Willingness to learn and share knowledge

***Candidate must be eligible as per the Young Canada Works for Heritage Organization guidelines 2026**

***Be between 16 – 30 years of age at the start of employment**

***Have been registered as a full - time student in the previous academic year and intend to return to school on a full - time basis in the next academic year**

***Be a Canadian citizen, PR or person who has refugee status in Canada and be legally entitled to work in Canada in accordance with relevant provincial/territorial legislation and regulations**

***Be registered in the YCW online candidate inventory**

***Be willing to commit to the full duration of the work assignment**

***NOT have another full-time job (over 30hrs/week) while employed with YCW**

***Weekend work will be required for duration of the work assignment**

“Drayton Valley Museum endeavors to make our policies, programs and workplace more inclusive, respectful and barrier free. We encourage and welcome applications from individuals with diverse experiences, backgrounds and cultures. “

Webpage: draytonvalleymuseum.com