

EVENT COORDINATOR (Canada Summer Jobs Position)

The Amherstburg Freedom Museum, located in Amherstburg, Ontario, is a community-based, non-profit museum that tells the story of African-Canadians' journey and contributions, by preserving and presenting artifacts that educate and inspire. It consists of the Museum complex which houses permanent and temporary exhibits, the Taylor Log Cabin - a historic home, and the Nazrey African Methodist Episcopal Church, National Historic Site.



Canada Summer Jobs eligibility requirements:

This position is funded by the Canada Summer Jobs Program, you must fit the following eligibility requirements as outlined by the Canada Summer Jobs hiring requirements.

- Applicant must be between 15 and 30 years of age at the start of the employment.
- Applicant must be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment; and,
- Applicant must have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations
- International students are not eligible participants. International students include anyone who is temporarily in Canada for studies and who is not a Canadian citizen, permanent resident, or person who has been granted refugee status in Canada.

Commitment Required

Positions Available: 1

Duration: 8 weeks

Start Date: Tentative Start Date – June 23rd, 2025

Hours: 35 hours per week, weekend work may sometimes be required

Pay: \$17.20/hr

Skills

Basic computer skills, fluency in written and spoken English, willing and able to learn new information to share with visitors, friendly and well-mannered, neat, and well-groomed, trustworthy with money, confident to speak before a group. Fluency in spoken French is desirable but not a requirement.

Duties & Responsibilities

- The Event Coordinator will play a pivotal role in the planning and execution of the Amherstburg Freedom Museum's 50th Anniversary Gala, scheduled for September 2025.
 - The gala, a highlight of the museum's anniversary, will feature dining, entertainment, and reflection on its role in preserving Black history. The Event Coordinator will work with leadership to ensure a smooth, memorable event.
- The Event Coordinator will help plan and execute the gala, managing vendor contracts and overseeing timelines, budgets, and schedules to ensure all elements align with the museum's vision.
- The coordinator will support marketing by creating promotional materials, managing guest lists, and aiding outreach to attract attendees and sponsors. They will also help incorporate historical and cultural elements to ensure the gala reflects the museum's 50-year legacy.
- The coordinator will engage in planning meetings with staff and volunteers to ensure high-quality event execution, while also supporting daily museum operations and gaining cross-functional experience.
- The coordinator will lead in-person and virtual tours of the museum campus, including the Nazrey A.M.E. Church and Taylor Log Cabin, while also assisting with artifact care, preservation, and special projects.
- The coordinator will assist with online programming, contribute to other 50th Anniversary events, and receive mentorship from an experienced professional in event planning and museum operations.
- This role offers hands-on experience in planning a high-profile event celebrating the museum's legacy in preserving Black history. The coordinator will develop expertise in project management, communication, and strategic planning, making a meaningful impact on a historic milestone for the Amherstburg Freedom Museum.

Lines of Communication.

Supervision will be provided by the Curator/Administrator and Assistant Curator. The site is physically small, and all work will be performed near the supervisor.

Times Needed and Place of Work

At the museum, for 35 hours per week during the period, weekend work may be required. **You will need reliable transportation to Amherstburg.**

Preference will be given to members of a visible minority and fluent in both official languages, but all applicants will be considered.

Only shortlisted candidates will be contacted. Interested candidates should e-mail a cover letter and resume to curator@amherstburgfreedom.org.

Application deadline is May 16, 2025

