

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.



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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 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 16th, 2026

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

Pay: \$17.60/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 key support role in the planning and execution of the museum's public programs and signature events.



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- These events foster community connections, the celebration of Black history and culture, and an audience for the Museum's mandate to advance multiculturalism, inclusion, and equity. In collaboration with the museum leadership team, the Event Coordinator will ensure that every event is flawlessly executed, providing a significant and memorable experience for all participants.
- Working with museum management and the museum fundraising committee, the Event Coordinator will support the planning and execution of the museum's signature summer and public events.
- Duties encompass the development of vendor contracts, creation of detailed timelines, budgets, and schedules, and support of the marketing effort. Marketing responsibilities include promotional design, the processing of guest lists/RSVPs, and the development of outreach strategies to attract attendees, community partners, and sponsors.
- In collaboration with the *Exhibit Coordinator and Archival Assistant*, the Event Coordinator will work to weave historical and cultural context into programming and event planning, ensuring events reflect museum values and enhance the public's understanding of Black heritage in our region and across Canada.
 - Participation in brainstorming sessions and regular check-ins with staff and volunteers is essential for promoting creativity, collaboration, and high-quality event execution.
- In addition to giving the CSJ candidate hands-on experience in event coordination, responsibilities will also include leading in-person and virtual tours (as required) of the museum campus, including the historic Nazrey A.M.E. Church (a National Historic Site) and the Taylor Log Cabin, to strengthen public speaking and cross-cultural communication skills.
- In support of the Curator/Administrator and Assistant Curator, the Event Coordinator will assist with projects related to artifact care and preservation, special projects, and the creation of online programming and digital content. The coordinator will support the successful implementation of seasonal programming and community events throughout the year.

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.
- The Event Coordinator will be assigned a mentor who is an experienced professional with more than 10 years of experience in event planning and museum operations. The mentor will provide day-to-day counsel on project management, stakeholder

engagement, logistics, communication, and event design. Through this experience, the CSJ candidate will develop SMART goals to help improve time management, organization, leadership, and decision-making skills.

- This position presents a unique opportunity to engage in hands-on experience in event coordination, cultural programming, and museum operations.



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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 21, 2026