



Canadian Energy Museum | Leduc/Devon Oilfield Historical Society

Ph: (780) 987-4323

Email: info@canadianenergymuseum.ca

www.canadianenergymuseum.ca



**Mailing Address**  
BOX#6 20 Haven Avenue  
Devon, Alberta  
T9G 2B9

**Facility Location**  
50339 Highway 60 South  
Leduc County, Alberta  
T9G 0B2

## Administrative Assistant

The Canadian Energy Museum, home of Leduc #1, is seeking a dynamic young staff member to assist our Executive Director with administrative tasks like office management, customer service, and day-to-day running of the Museum.

The Museum has an expansive array of options for staff to specialize in, and senior staff wish to customize all candidates' positions to best meet their future career goals and personal interests. This includes accommodating relevant one-on-one skills training.

### As part of this role, tasks and responsibilities will include:

- **Clerical Work**, including file management; spreadsheet creation and updating; scheduling meetings, visitors, and guest tours; document digitisation; correspondence; office and cleaning supply acquisition; and other similar tasks.
- **Gift Shop Management**, the candidate will assist in overseeing stock management, pricing, sales software, and yearly inventory.
- **Museum Operations**, along with other staff, the candidate will be responsible for the day-to-day operations of the Museum, including exhibit space opening and closing; front-desk customer service; sales; and daily cash-in and cash-out duties.
- **Recordkeeping**, the candidate will assist the Executive Director with weekly bank deposits, museum budget reviews, and monthly bookkeeping.
- **Marketing and Promotions**, working with the Executive Director and the Programming staff, the candidate will be expected to help with marketing and promotional activities. This could include brainstorming sessions; creative problem-solving; research; material creation; material distribution; correspondence; social media management; and website management.
- **Rental Facilitation**, one of the museum's methods of fundraising is the rental of various spaces and buildings on-site. The candidate will assist in the booking, payments, facilitation, and general running of these bookings.



As part of a small team, the candidate will have the opportunity to work independently on tasks, as well as in a group for shared tasks and projects.

### Eligibility and Limitations:

Candidate must meet [Canada Summer Jobs \(CSJ\) eligibility](#):

- Between 15-30 years of age (at beginning of employment period);
- Canadian Citizen, Permanent Resident, or Refugee (International Students are not eligible);
- And in possession of a valid Social Insurance Number (SIN).

*This role is dependent on funding approval.*

### Additional Information

The museum is located 8 mins (6km) south of the Town of Devon, 45 mins (40km) south-west of Edmonton City Centre, and 20 mins (20km) north-west of the City of Leduc. Carpooling from Devon is available.

This role will be under the direct supervision of the Executive Director, Danni Cailliau. If you are interested in applying for the position, please email a cover letter and resume to Danni at [director@canadianenergymuseum.ca](mailto:director@canadianenergymuseum.ca) with a brief message introducing yourself and letting her know the position for which you are applying. Only successful applicants will be contacted.

For more information on this position, call our office at (780)-987-4323 or email [info@canadianenergymuseum.ca](mailto:info@canadianenergymuseum.ca).

This application will be open until the position has been filled.

Work Location: Leduc County, Alberta

Job Type: Contract, Full-Time

Language Required: English

Position Type: Seasonal, Summer Student

Work Mode: In-person

Pay Rate: \$17.00 (Position is grant funded by Canada Summer Jobs (CSJ))

Start Date: 22 April 2025

End Date: 30 August 2025