



Rideau Lakes

EMPLOYMENT OPPORTUNITY Heritage Event Program Assistant

POSITION SUMMARY:

The Heritage Event Program Assistant is a hybrid-remote, part-time casual contract position needed to organize a well-interpreted experience during the Rideau Lakes Nautical Heritage Festival in 2026. A flexible schedule will begin in June 2026 and will continue until the completion of the event and follow-up reports in August 2026. Up to 35 hours per week, with an average of 20 hours/week, including some evening and weekend work.

KEY RESPONSIBILITIES:

- Work with staff, the local event working group volunteers, heritage groups and activity locations (municipal harbour, hall, park);
- Organize activities at selected sites;
- Collect information, photos and descriptions for brochures and website content;
- Act as the main contact for public enquiries and maintain a positive representation;
- Assist each activity location to provide visitors with information about the heritage significance (by way of printed material, demonstrations, lectures, exhibitions, informal tours or through discussions with event volunteers);
- Prepare an Economic Impact Study of the event for reporting purposes.

EDUCATION/EXPERIENCE/SKILLS TRAINING:

- Background/training/education or experience in event planning, heritage interpretation, community development, museum studies, tourism, marketing, architecture, history or related disciplines;
- Excellent oral, written and interpersonal communication skills to interact with a wide variety of individuals and groups, including staff, volunteers and public;
- Exceptional organizational skills for event planning;
- Experience liaising between organizations, volunteer groups and promotional outlets;
- Computer skills, including word processing and email;
- Knowledge of Rideau Lakes history and knowledge about heritage is an asset;
- Able to obtain a clear vulnerable sector criminal record check;
- Driver's license and reliable vehicle required.

The hourly wage is (\$22.52/hour). Applicants interested in the position should send their resume with a cover letter **no later than June 2, 2026, at 4:00 p.m.** to:

Shellee Fournier, CAO
Township of Rideau Lakes
1439 County Road 8, Delta, Ontario. K0E 1G0 sfournier@rideaulakes.ca

We thank all applicants for their interest; however, only candidates to be interviewed will be contacted. Personal information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of candidate selection. Rideau Lakes is an equal opportunity employer, committed to ensuring all candidates are able to participate in the interview process fully and equally. If contacted for employment, please let us know if you require any accommodation to ensure you can participate fully and equally during the recruitment and selection process.