



Job Title: Student guide
(Young Canada Works 2 x positions)

Start Date: May 18

End Date: September 4

Duration: # of weeks 16

Salary: \$ 17.50 per hour, (plus 8% vacation pay)

Hours: Full-time, 37.5 of hours weekly

Job Location: On-site

Other Requirements: (student position, restricted to Canadian Citizens, etc.)

Closing Date: May 5th at 4 pm

How to Apply: subject line, email to eptekcentre@gov.pe.ca or apply through Young Canada Works portal by registering and indicating interest in the Eptek positions there.

Full Job Posting (Link to PDF)

*** Full text for the posting is below ***

Additional Statements:

- *We thank all applicants. Only those selected for an interview will be contacted*

- *The PEI Museum and Heritage Foundation is stronger and most effective when we reflect the diversity of the Island population we serve. We are dedicated to building and promoting a diverse, equitable and inclusive workforce, representative of our Island community.*

Position Objective:

The Student Guides are key summer positions at Eptek Centre. These youth work closely with the three permanent staff to direct and enhance the summer programming offered at the site. The interpretation of our summer exhibition to local visitors and tourists is only possible through the addition of Student Guides to our team. Furthermore, having these two designated bilingual positions underscores the benefit and the importance of fluency in both official languages, and ensures all visitors can be appropriately served. Eptek generally sees a high volume of traffic from nearby provinces with large French-speaking populations like New Brunswick and Quebec, making it essential to have at least one bilingual student scheduled each of the seven days a week the site is open. The Student Guides have a very important role, and two positions are needed. Eptek Centre is a community space that primarily serves locals in the winter months, but in the summer season PEI becomes a hotbed for tourism, and the centre is quite busy with activity. Eptek Centre welcomed almost 7,000 visitors in the 2025 summer season.

The main objectives for this project are:

- To provide enhanced interpretation of our summer exhibition to visitors, increasing both the Student Guides' and visitors' knowledge and appreciation of the cultural heritage presented (presenting Prince Edward Island [Epekwitk] to local visitors, visitors from other parts of Canada, and from other parts of the world).
- To enhance the visibility of Island culture by promoting local artists and craftspeople featured at the Centre (through the site's gift shop, current exhibits, lectures, and artist-led workshops).
- To share information by providing additional education opportunities in the history and culture of our province and country to the Student Guides and visitors alike.
- To strengthen our institution by increasing the efficiency of the Centre, i.e., enabling the site to be open more days per week and for longer hours.

The main objectives for the Student Guide are:

- To build skills to aid in the performance of their duties, particularly skills that will be transferrable to future positions.
- To increase their knowledge of the achievements of local artists and public figures and to pass this information on to the visitors and other Guides.
- To network with professionals in the cultural field, particularly artists and artisans, as well as museum professionals.

The main objectives from the community perspective are:

- To promote knowledge and appreciation for local and national artists represented by the Eptek Centre, as well as that of our community through interpretation of the community history exhibition.
- To contribute to the sustainable development of our Centre through the extension of our summer programming.
- To contribute to the sustainable development of our community by being part of one of the few cultural institutions within the community.
- To offer a bilingual cultural experience in a mainly anglophone community.
- To foster relationships with community members that will establish connections for the youth within the community and help with future endeavors.
- to contribute to the sustainable development of the community by providing an opportunity for the youth to work in (or closer to) their community and not have to seek employment in a more urban setting.

Related Tasks:

As a part of the team, this position assists with interpretation, education, demonstrations, activities, tours, gift shop experiences, and various programs onsite. They will develop a working knowledge of the topics addressed by the summer exhibitions, as well as Eptek Centre's procedures, facilities, and programs in order to make meaningful connections and experiences for the visitors.

The general tasks include, but are not limited to:

1. Assisting with current programming:

Providing assistance in facilitation of a range of programs that target diverse audiences and can include:

- public programs (leading tours, community art programming, workshop programming)
- private/corporate programs (lectures, book launches, private functions)
- youth programs (supporting school visits and summer art programming)

The support for these programs would include:

- Acting as an ambassador by welcoming visitors to the site and ensuring a strong visitor experience
- Providing exhibit interpretation for visitors
- Assessing visitor level of knowledge and interests prior to, and during, tours and other interpretive opportunities and making adjustments to tailor subject matter to the audience.
- Providing accurate research and information on a variety of topics to include, but not limited to: local history, Canadian history, visual art, fine craft, the environment, architecture, archaeology, anthropology, social issues, multiculturalism, decorative arts, depending on the programming

- Leading activities and traditional craft skill demonstrations, such as rug hooking, needle felting, or weaving, as needed (Training provided)
- Assisting with program set-up/tear down and with A/V tech for programs as needed

2. Assisting with planning for upcoming programs:

- Liaising with staff and local artisans to schedule and organize artist workshops
- Supporting new/revised educational programs and thematic tours by participating in collaborative planning sessions with supervisors, conducting research within established guidelines using primary resource materials to enhance historical interpretation, and making recommendations during the development and implementation phases
- Participating in brainstorming sessions for developing and implementing research projects, exhibit and interpretive programs and designing and marketing special public events

3. Gift shop support (gift shop supports local artists: features Island-made fine art and fine craft, and books on Island themes):

- Facilitating conversations about art, craft and history, and answering visitor's questions
- Using gift shop POS system and following correct sales procedures
- Collecting revenues: gift shop sales, admissions, and donations
- Using effective merchandising skills to display gift shop items to appeal to visitors
- Replenishing displays and maintaining consistent inventory

4. Other duties:

- Participating in simple marketing initiatives

- Ensuring visitors are invited to complete a short survey on their visit
- Involved in general exhibition maintenance
- Maintaining surveillance of visitors/buildings/contents for security purposes
- Maintaining accurate time records
- Preparing records of visitation, sales, donations, inventory
- Depending on the students' areas of interest or scholastic focus, they may also participate in projects that relate to those interests
- Other tasks as required

Required Skills, Education and Experience:

The Student Guide will develop many transferrable skills. Some of these skills include:

- Communication - writing and speaking so others pay attention and understand (when preparing and delivering interpretive material); sharing information using a range of information and communication technologies (delivering interpretive material)
- Interpersonal Skills: Developed through daily contact with people from all over the world, with their fellow team members, with various community organizations and board members, with Friends of the Eptek Center, as well as with members of the PEI Museum & Heritage Foundation staff
- Information management - locating, gathering, and organizing information (when developing interpretive program and researching); and accessing, analyzing, and applying knowledge and skills (when researching history and visual arts)
- Practical numeracy - observing and recording data using appropriate methods, tools, and technology (when closing the daily sales, when performing inventory, and when compiling attendance statistics)
- Problem solving - assessing situations and identifying problems (when customer service difficulties arise) and implementing solutions (when handling visitors and gift shop customers who experience service problems)

- Attitudes and behaviours - dealing with people, problems, and situations with honesty, integrity, and personal ethics (when ensuring optimum customer service) and showing interest, initiative, and effort (when researching, contacting artisans, and overseeing program delivery)
- Responsibility - and being accountable for their actions and the actions of the group (when overseeing program delivery and performing other tasks)
- Organization - Developed through the Student Guide's assistance in duties associated with the daily operations of the site, including: planning and managing time, money, and other resources (when scheduling other guides and own daily tasks, when maintaining floats) admissions and sales, interpretation, and planning/supervising special events/programming within the main gallery
- Adaptability - working independently (when developing interpretive program) or as part of a team (when delivering interpretive program) and coping with uncertainty (when greeting visitors and fielding questions)
- Continuous learning - setting their own learning goals (when researching and learning craft and interpretive techniques) and identifying and accessing learning sources and opportunities (when researching and learning craft and interpretive techniques)
- Safety - being aware of personal and group health and safety practices (during training and when performing their duties)
- Working in a team-based environment/leadership, as needed - understanding and working within the dynamics of a group (when working with permanent staff, other students, and volunteers), ensuring that a team's purpose and objectives are clear (when overseeing group duties), and leading or supporting and motivating a group for high performance (when performing interpretation, customer service, and working with other students)
- Collaboration - planning, designing, or carrying out a project from start to finish (when contacting and scheduling artisans for demonstrations) and working to agreed upon standards and specifications (when developing interpretive program)

Assets:

As seasonal employees, the Student Guides will participate in greeting and conversing with visitors, offering interpretive tours and discussions around the exhibits on display. They will facilitate retail sales in the gift shop, serving as community ambassadors and unofficial "visitor information guides" for the visitors, and perform other general daily tasks as needed. As bilingual team members, the Student Guides will play a vital role at the Eptek Centre as they will occasionally be the only French-speaking staff members available to greet and converse with visitors in both official languages as required. In addition, the multifaceted nature of the Eptek Art & Culture Centre (as a gallery, gift shop, and community space with a relatively small, hands-on management team) creates unique opportunities for students to assist in exhibition installation, special research projects, and learn other aspects of daily operations of a cultural site and small business, according to their individual interests.

The successful candidate will be mature with strong inter-personal skills. They would be outgoing, courteous, and comfortable working with the public. College or university students with an interest in visual arts and/or history would be preferred. They must be flexible with regard to work schedules since the Eptek Centre is open daily in the summer period. The ideal candidate should have intermediate French language skills, at minimum. In addition, the candidates must be comfortable taking the role of team leader and other responsibilities. They need to be able to motivate their peers and take responsibility for directing other team members. Basic computer skills are also required for word processing, spreadsheets, and operating the app-based POS system for gift shop sales.

Full text to the posting:

Eptek Art & Culture Centre in Summerside, PEI, is seeking to hire two (2) creative and charismatic youth as Student Guides to assist with their summer programming from May 18 to September 4, 2026.

Eptek Art & Culture Centre is a year-round community hub, with an ever-changing lineup of exhibitions featuring: visual art, fine craft, history, culture, science, and anything that might be of interest to Islanders. It also offers a variety of programming including offerings like art workshops, demonstrations, and lectures. One of the seven sites of the PEI Museum & Heritage Foundation, the Eptek Centre features a large gallery space, two smaller exhibition spaces, and a curated gift shop featuring local art, fine craft, and books on Island themes. During the busy summer tourist season, Eptek hosts a series of weekly workshops led by local artists and artisans; these workshops take place in the Centre's gallery and are an opportunity for local community members and tourists to get creative in a uniquely-artistic environment.

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Some university education is required. Basic computer skills are required for word processing and spreadsheets. All candidates must meet Young Canada Works (YCW) eligibility requirements, and be registered online with YCW. Compensation is \$17.50 per hour plus 8% vacation pay. Résumés must be received by May 5th at 4 pm at Eptek Art & Culture Centre (130 Heather Moyse Drive Summerside, PE C1N 5Y8), or by e-mail to eptek@gov.pe.ca

Eptek Art & Culture Centre is committed to Equity, Diversity, Inclusion and Accessibility. Our goal is to build a workforce that reflects the diverse communities we serve and to promote welcoming, diverse, inclusive, respectful workplaces that are accessible to all. We welcome all interested individuals including Indigenous People, persons with disabilities, Black, racialized, ethnic and culturally diverse groups, as well as people regardless of their sexual orientation, gender identities, and gender expressions.

We thank all applicants. Only those selected for an interview will be contacted.

Characteristics of Summerside

Summerside is Prince Edward Island's second largest community with a population of approximately 16,000. It is located on the south side of the Island, in the Bedeque Bay (Eptek) and is the gateway to the western third of the province, the beginning of the North Cape Coastal Drive for tourists. Summerside is the commercial centre for this part of the province and is only 20 minutes from the Confederation Bridge and 25 minutes from beautiful North Shore beaches. The community boasts a 500-seat theatre, a Celtic college and performance venue, a municipal sports facility (including pools and arenas), along with many parks and miles of trails.

Eptek Art & Culture Centre is located adjacent to the Harbourfront Theatre and the waterfront shopping area of Spinnakers Landing. The Centre is across the street from the Confederation Trail and also borders the scenic Baywalk boardwalk on the Summerside harbour. The word "Eptek" is the traditional Mi'kmaq name for the Bedeque Bay region, meaning, "it is hot."

Eptek Art & Culture Centre's websites and social media accounts can be found at <http://linktr.ee/eptek.centre>