
Museum · Farm · Restaurant · Gift Shop · Campground · Boat Launch

**1 Position Vacancy:
Marketing Assistant
(Canada Summer Jobs Program)**

The Kilby Historic Site has an **8-week** summer youth employment opportunity which will run from **June 1st to July 27th, 2026**. Please note, as this is a Canada Summer Jobs program position, the candidate must meet eligibility guidelines listed below.

The Marketing Assistant position provides an excellent opportunity to gain real-life marketing experience and to flex those creative muscles. The successful candidate will assist with all marketing efforts and promotion of the Kilby Historic Site. Primary focus will be on digital marketing to increase the visibility of the Kilby brand online. The candidate will be responsible for creating social media content, keeping the public apprised of what is happening on site, photographing special events, and designing marketing materials. They will also create and implement tools for consistent branding such as templates to be used in years to come. This work is essential for maintaining ongoing relationships with the public, for increasing engagement, and for improving admissions sales, which help sustain the continued operation of the historic site.

Duties include:

- Monitor and maintain all social media streams. This will include creation of content and engaging with the public via these platforms.
- Research trends in social media and create suggestions to reach and engage our target demographic.
- Design event posters, create signage for the site, create templates for materials that are updated frequently.
- Help with the photography and videography of special events, daily activities, and site operations.
- Assist in maintaining and upgrading the website (keeping information visually pleasing and up-to-date).
- Assist in networking with local visitor centres, museums, and other attractions within the tourism industry to cross promote events. Help distribute marketing materials.
- Weekend work is expected.
- Research merchandising opportunities.

Requirements include:

- Under the Guidelines of this program to be eligible: you must be between 15 and 30 years of age at the start of the employment; be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act 2; and, be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.
- Experience or studies in graphic design, marketing, business or related field. (A design portfolio is an asset).
- Familiarity with Word Press and Photoshop or other design programs is an asset.
- Ability to work 35 hours a week.
- Priority may be given to students in our surrounding towns and First Nations communities.
- Driver's license not required but must possess a reliable means of transportation to/from work
- Must be able to pass a criminal record check.

This position offers an hourly rate of \$19.00.

7-hour days / 35 hours a week.

Remote work may be possible for 1-2 days a week.

Apply by sending your resume and portfolio to humanresources@kilby.ca by **May 11th, 2026**. We thank all applicants in advance; however, only those selected for an interview will be contacted. The Kilby Heritage Society is a charitable non-profit society that operates the museum and is committed to employment equity. We welcome diversity and encourage applications from all qualified individuals.