

SCHEDULE B**POSITION DETAILS/JOB DESCRIPTION AND FINANCIAL INFORMATION****A. POSITION DETAILS/JOB DESCRIPTION – REFER TO SECTION E OF APPLICATION****JOB TITLE:** Programming & Events Coordinator Intern**JOB DESCRIPTION:**

TOWN OF FORT FRANCES on behalf of the Fort Frances Museum and Cultural Centre wishes to hire a Programming & Events Coordinator Intern. The objective of the **Programming & Events Coordinator Intern** is to develop interactive programming around permanent exhibit themes, and work with our Canada 150 committees on related programming and community events.

The key duties/responsibilities the intern will undertake during this placement include:

- Ensure that programming in the next year reflects the museum's permanent and temporary exhibit themes;
- Introduce interactive programming into permanent exhibits (local history) through the use of tablets, video and audio clips;
- Expand upon the programming planned in conjunction with Canada 150 exhibits and events, including a winter carnival that will feature heritage activities: i.e. sleigh rides, snowshoe races, putting up ice, setting a net, trapping, etc.;
- Develop specific programming aimed at school aged children;
- Plan celebratory events, specifically a heritage themed winter carnival and Canada Day party;
- Identify what stories can best be adapted to the programming and events; and,
- Ensure programming is geared to all age levels to ensure community participation in Canada 150 celebrations is inclusive to all.

B. FINANCIAL INFORMATION**START DATE:** September 25, 2016**END DATE:** September 24, 2017

# OF WEEKS	HOURS PER WEEK	HOURLY RATE	WEEKLY RATE	TOTAL WAGES	NOHFC CONTRIBUTION	NOHFC % OF ELIGIBLE COSTS*
52	35	\$19.20	\$672.00	\$34,944.00	\$31,500.00	90%

* **Note:** "NOHFC's % of Eligible Costs" is based on the weekly rate set out above. If the Employer pays the Intern more or less than that weekly wage, NOHFC will adjust the percentage accordingly so that in any event the maximum NOHFC contribution per week does not exceed the weekly rate set out above multiplied by the percentage set out above.