



Job Opportunity COMMUNICATIONS ASSISTANT

Spring/Summer 2026

1) Job Description:

The *Key to Cultural Heritage* is a summer initiative run by Heritage Saskatchewan and the Museums Association of Saskatchewan. We are looking for a summer student to run communications and public relations throughout the summer for this initiative to take it to the next level!

Work Requirements:

The Communications Assistant will work to create cohesive messaging around the initiative, dedicate time to communications and marketing both to potential partners and sites. The candidate will work with museums and Districts to create visit experiential heritage packages, create & post to social media to promote the initiative, and work alongside partners to ensure the best rollout of the summer programming. The candidate will also look for sponsors and elicit donations for prize draws.

An ideal candidate will be able to work on their own, build relationships and make connections with a diverse range of people (in terms of demographics, as well as a diversity of opinions and worldviews), and do place-based research for visitor experience. Success will be measured in increased participation, both in quality and quantity, and relationships developed. A background in museums, communication, journalism or tourism is an asset. They will have strong communications skills in English; ideally, they will have some familiarity with other languages.

As an organization that values diversity, we support and encourage students from diverse cultural backgrounds to apply.

2) Compensation

Timeframe: May 4, 2026 to August 31, 2026 (totaling 16 weeks) at 35 hours/week

Wages: \$11,200.00 (\$20.00/hour x 35hours/week x 16 weeks); Heritage Saskatchewan will cover mandatory costs such as Worker's Compensation, CPP, etc. Heritage Saskatchewan will also offer financial contribution toward Internet and cellphone expenses of the successful applicant during the 16-week timeframe.

- 3) Location: The student will work remotely in association with the Heritage Saskatchewan office, which is located in Regina. This position will also require some travel within Saskatchewan.

Application deadline: March 28, 2026

Send your application by email to:

Heritage Saskatchewan info@heritagesask.ca Attn: CEO Ingrid Cazakoff

Applicants must be eligible for Young Canada Works in Heritage. Applicants must be between 16 and 30 years of age inclusively at the start of employment (born after May 4, 1996) and legally entitled to work in Canada.

1867 MacKay Street • Regina, SK • S4N 6E7 • (306) 780-9191 • info@heritagesask.ca

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WWW.HERITAGESASK.CA



Heritage Saskatchewan is a non-profit organization, located in Regina, Saskatchewan

Mission: *Heritage Saskatchewan gives voice to Living Heritage.*

Heritage Saskatchewan's work focuses on three key areas: Research, Community Resilience, and Leadership. It is through our research where we have the ability to influence and inform new thinking about heritage. In turn, we are sharing our knowledge with the people of Saskatchewan to strengthen our collective ability to lead, collaborate, develop and promote Living Heritage in Saskatchewan – giving voice to Living Heritage*.

*Living Heritage are those values, beliefs and ways of living we inherit from past generations that we still use to understand the present and make choices for the future. This Living Heritage shapes our sense of identity as individuals and our relationships with others, shaping our communities and our quality of life.

Heritage Saskatchewan's definition of Heritage:

Heritage is what we have received from the past. It shapes our present identity and provides insight for our future. Heritage includes a range of activities in the areas of stewardship, preservation, research, education and engagement. Within this context, these activities must exhibit sensitivity to the indigenous natural environment; the impact of the interaction between human activity and natural environments; and differing perspectives regarding objects, ideas, places and traditions.

This project is funded by Young Canada Works in Heritage Organizations and Saskatchewan Lotteries Trust Fund for Sport, Culture and Recreation.

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