



SUMMER EMPLOYMENT

POSITION:	MUSEUM COORDINATOR (SEASONAL)
DEPARTMENT:	Community Services (Sturgeon River House Museum)
REPORTING TO:	Manager of Community and Social Development
HOURS OF WORK:	35 hours per week (may vary). Shifts will vary between 7 a.m. to 8 p.m.

The Museum Coordinator will provide a hospitable environment and rewarding learning experience to visitors through guided tours of the facility and nature trails. The incumbents will have the opportunity to work in a variety of areas of the museum including visitor services, exhibits, programming and special events.

GENERAL DUTIES:

- Deliver programming activities and conduct tours for groups and individuals.
- Greet and assist museum visitors, collect site admissions and coordinate group arrivals, departures and activities.
- Respond to incoming calls and correspondence related to the Sturgeon River House Museum.
- Assist and participate with special events.
- Help maintain a control on all purchases, cash transactions and inventories of boutique and other museum services.
- Work with lead Museum Coordinators to develop exhibits.
- Assist in presenting and evaluating interpretive programming; including demonstrations, interactive talks, storytelling, etc.
- Maintain landscaping such as weeding and watering the flowers.
- Perform light housekeeping and maintenance duties as required.
- Other related duties as assigned.

REQUIREMENTS:

- Fluent in both official languages (French and English).
- Excellent written and verbal communication skills.
- Strong and dependable work ethic.
- Good working knowledge of computers.
- Ability to work both independently and as a member of a team.
- Availability to work days, weekends, and statutory holidays, as assigned.
- Excellent interpersonal and customer service skills.
- Additional skills include: self-direction, organization, prioritization, productivity, proactivity and conflict management.

EMPLOYMENT ELIGIBILITY

Age requirement – Must be between 15 and 30 years of age at the beginning of the employment period.

Eligibility to work in Canada – Must be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment.

Must have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

APPLICATION INSTRUCTIONS:

Applicants must complete the [Summer Employment Application Form](#) and **attach a detailed resume.**