



## Summer 2018 Museum Assistant Position

### Two 8-week positions available:

Some flexibility for start/end dates

\$12.65 per hour

### Mandatory Requirements:

Secondary or Post---Secondary student, returning to school full time in September

Age limit: 30

Available for the full 8-week commitment

30 hrs/week - includes all weekends (mandatory)

### Skills needed:

Preference will be given to students in Museum Studies, Education, or Art & Design Studies

A strong and enthusiastic interest in demonstrating the importance of museums and the of history

- Strong computer skills. Experience with PowerPoint, iMovie, social media and/or graphic design are an asset.
- Ability to work independently in an environment with distractions, and as part of a team.
- Problem solving, creative thinking and flexibility.

### Job Description:

The student will work under the direct supervision of the Executive Director

- Reception – greet and engage with museum visitors, and process gift shop sales
- Assist with research, development and presentation of several multimedia projects
- Museum outreach through Website; Facebook; Twitter Instagram and articles
- Provide support for Special Events
- Museum administrative tasks such as accessioning; light cleaning and other tasks as assigned.

### Skill Development:

Successful candidates will:

- Work in a supportive environment that allows and encourages personal growth
- Gain practical experience and training in the areas of education in a museum setting, public program development and co---ordination, museum administration and historical research.
- Learn about all aspects of visitor/hospitality services
- Refine and develop public speaking skills and presentation techniques.
- Work with an enthusiastic and professional staff.

### References

- Please provide phone contact or email of three references (work related or school) from the past two years.

***Submit by email or in person at the Museum***

### Contact:

Lori Treloar, Executive Director

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