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Position: **Museum Attendant/Marketing Support - Summer 2016**

Wage rate: \$14.25/hour

Hours: generally Wednesday-Sunday, 37.5 hours/week for 14 weeks

If two students are hired, days of the week worked will be different for each student

Start date: May 18 - August 21, 2016, pending funding approval from Canada Summer Jobs

Background: This summer job position is offered by the Canmore Museum & Geoscience Centre located in the Canadian Rockies, 20 minutes east of Banff and one hour west of Calgary, Alberta. The Museum Attendant will oversee the front of house operations of a busy regional museum including greeting visitors, selling admissions, operating the gift shop, managing tour bookings, sharing information with visitors about the museum and local area, and assisting with event planning and administrative and marketing support. This position is suitable for a 2nd to 4th year post-secondary student in Tourism, Communications, Business, Cultural/Heritage/Museum Management, Marketing, Event Planning, History, Geography, Earth Sciences or a related field seeking to apply and build on their knowledge and skills and gain practical hands-on career work experience in a small business, tourism-related, heritage and science institution that offers numerous summer events and programs. Duties include:

- opening and closing a regional heritage museum & geoscience centre and museum shop each day
- providing outstanding customer service performing front counter duties including greeting and engaging with visitors in a courteous and professional manner, cash handling, museum admissions and gift shop sales, visitor counts, and balancing daily cash receipts
- providing information to visitors about the museum, the coal-mining history of the area, the exhibits, summer programs, tours and events, the NWMP Barracks, and promoting the local area to tourists
- administering registrations and payments for summer tours
- monitoring gift shop inventory, restocking and creating new displays of merchandise
- helping to maintain and use membership lists, sponsorship lists, volunteer lists, and mail lists as needed
- various administrative duties including data entry, filing, daily banking, visitor statistics, participation at weekly staff meetings, monthly reports to the Museum Director, and document preparation and support as needed to other staff members
- creating promotional material and advertising for museum exhibits, programs, and events
- updating museum social media and website
- assisting in planning and preparation for various museum events such as Canada Day @ the Barracks, Miner's Day Parade and BBQ, Heritage Open House, Geoscience Open House, Alberta Culture Days and assisting with planning museum booths and activities at local community events and festivals including Lafarge Open House, Canmore Folk Festival, Canmore Highland Games
- participating as needed in off-site events including parades, booths at local markets, festivals, etc
- organizing digital photographs documenting summer activities at the museum and Barracks for presentations, the museum website, newsletters, etc
- assisting the museum team with the strategic plan priority of optimizing Museum Shop operations
- general custodial duties such as tidying, dusting, cleaning, vacuuming, removing garbage and paper recycling
- from time-to-time the Museum Attendant may be called upon to work at the NWMP Barracks site (this position may have the opportunity to work one or two regular shifts per week at the NWMP Barracks, a provincial historic site operated by the Canmore Museum & Geoscience Centre and located approximately two blocks from the museum. Attendant duties there would be similar: opening and closing the Barracks, greeting visitors and providing information, visitor counts, gift shop sales, handling and balancing cash)
- other duties as required

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TELLING THE STORIES OF OUR MOUNTAINS AND OUR COMMUNITIES TO YOU

Canmore Museum & Geoscience Centre (Centennial Museum Society of Canmore)
902B 7th Avenue – P.O. Box 8849 – Canmore, Alberta, Canada T1W 0C1



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The ideal candidate:

- is customer service-oriented, possesses excellent oral communication skills and excellent people skills
- has ability to work in a busy environment, to plan and meet deadlines
- works well independently and also as a member of a team
- has strong organizational skills, is accurate with great attention to detail
- is curious and creative, loves learning and sharing knowledge, willingness to learn about Canmore's history and geology
- a background in retail and/or marketing is an asset
- has proficiency with Microsoft Office and Google Drive, comfortable working in Microsoft Publisher is an asset
- familiar with WordPress and social media
- fluency in English is required. French or other language skills an asset
- First Aid certification is required

Note: This position is dependent on a grant approval through Service Canada - Canada Summer Jobs.

We recommend registering with that organization when applying for this position. Applicants must:

- be between 15 and 30 years of age at the start of employment,
- have been registered as a full-time student in the 2015-2016 academic year and intend to return to school on a full-time basis in the fall of 2016,
- be a Canadian citizen, permanent resident, or a person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act, and
- be legally entitled to work in Canada in accordance with Alberta legislation and regulations.

To apply, contact: Lachlan Mackintosh, Museum Director
Canmore Museum & Geoscience Centre
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