

Museum Attendant (CSJ)

The Old Log Church Museum (OLCM) is seeking an enthusiastic, outgoing, and organized Museum Attendant. The successful candidate will have a strong interest in history and working with the public. Post-secondary full-time students studying in a related field such as museum studies, history, anthropology, archeology, First Nations studies, education, tourism, archival/records management, or office administration are preferred.

The primary responsibility of the Museum Attendant will be performing museum front-line duties including receiving visitors to the museum, collecting admission and orienting visitors, delivering interpretive tours, and conducting gift shop sales. The Museum Assistant (under the supervision of the Executive Director) will work in conjunction with the Heritage Interpreter to develop a children's art competition, design a small exhibit based on submissions received, and implement previous programming recommendations. Along with the Heritage Interpreter and Collections Assistant, the Museum Attendant will revise and update a self-guided tour in addition to providing front line service to visitors. Other tasks include developing and delivering special events, working with other staff to produce the Museum's newsletter and assisting the Executive Director by completing administrative tasks as required. The Museum Attendant will also be responsible for compiling statistics regarding visitation and gift shop sales, tracking and maintaining gift shop inventory, conducting visitor surveys and preparing reports on museum activities. This is a great opportunity to learn about Yukon history, make new connections, develop your interpretive skills, and gain valuable hands-on experience developing exhibitions and public programs!

Please note this position is dependent on funding. Only successful candidates will be contacted.

Duties and Responsibilities

- Greet visitors and provide orientation to the museum;
- Deliver interpretive tours and interactive programs;
- Assist visitors in operating audio visual equipment;
- Provide visitor service information regarding other museums, tourist sites etc. within Whitehorse and the Yukon;
- Collect admissions and conduct gift shop sales transactions;
- Maintain museum shop displays and inventory records;
- Implement Yukon Gold Explorers Passport program as it pertains to the museum;
- Maintain accurate visitor and gift shop statistics;
- Conduct visitor surveys;
- Monitor exhibits and building for security and housekeeping purposes;
- Employ proper artifact handling techniques;
- Assist with building and grounds maintenance where necessary;
- Develop a children's art competition and exhibition;
- Implement previous programming recommendations;
- Revise and update a self-guided tour;

- Develop and deliver special events;
- Contribute content to museum outreach including social media and annual newsletter;
- Perform administrative tasks including filing, record keeping and organizing of office space.

Essential Qualifications

- Post-secondary student working towards a degree or diploma in a related field;
- Registered as a full-time student during the preceding academic year;
- Intend to return to school on a full-time basis during the next academic year;
- Between 15 and 30 years of age (inclusive) at the start of employment;
- Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act;
- Ability to stand for extended periods of time and navigate stairs without difficulty.

Desired Knowledge and Skills

- Strong interest in history, especially Yukon history, as well as interest in working with museum collections;
- Studying in a related field including but not limited to museum studies, history, anthropology, archaeology, First Nations studies, education, tourism, archival/records management, or office administration;
- Strong organizational and time management skills;
- Attention to detail;
- Office administration and/or filing skills;
- Strong oral and written communication skills;
- Comfortable and willing to speak publicly;
- Ability to work independently and as a part of a team;
- Experience conducting research;
- Proficient in the use of computers including MS Office Word and Excel;
- Experience working with databases and Adobe Suite is considered an asset;
- Fluency in French, German, or another language is considered an asset;
- First Aid certification is considered an asset.

The Old Log Church Museum welcomes diversity and encourages applications from all qualified candidates including women, persons with disabilities, Aboriginal peoples and visible minorities.

Hours: 40 hours a week including one shift on weekends

Term: approximately 14-16 weeks (dependent on funding)

Rate: \$14/hr

Closing Date: April 3, 2017 at 5 pm PST

Anticipated Start Date: May 15, 2017

Apply by email with cover letter and résumé to:

Kaitlin Normandin

Executive Director

logchurch@klondiker.com

Subject: Museum Attendant application