



MUSEUM ASSISTANT Temporary Summer Position(s)

5120 – 50 Street/ Highway 2A Millet, Alberta

Position provides summer support to operate a small 3000 sq ft cultural facility (Accredited Alberta museum, archives and Visitor Information Centre) in the Town of Millet, Alberta with under 2200 residents, 45 minutes south of Edmonton.

Start Date/Duration: May 3 to August 28, 2010

Hours of Work: 40 hours/ week including Saturdays but closed Sundays

Rate of Pay: up to \$14/ hour and 4% holiday pay

All Students hired must:

- be legally entitled to work in Canada, be a Canadian citizen, permanent resident or have refugee status in Canada, be between 16 and 30 years of ages at the start of employment, meet the eligibility criteria of the program for which you have been approved, be registered in the Young Canada Work (YCW) candidate inventor, be willing to commit to the full duration of the work assignment and not have another full time job (over 30 hours a week) while employed with YCW, have been a full time student in the semester preceding their job with YCW and intend to return to full time studies in the semester following their job with YCW., provide security clearance (Vulnerable Persons) from the RCMP and attend the May 4-6 paid training through Travel Alberta Visitor Information Providers.

Description of Duties:

The successful applicant(s) should be interested in local history and Alberta Tourism products, must possess strong communication and public relations skills, and be organized and enthusiastic. You must present a professional attitude and appearance, with the ability to work independently. Computer skills are essential.

This position REQUIRES your commitment for the duration of the season.

The position tasks are varied to include Museum Interpreter/ Tour Guide, Tourism Counsellor, and Collection documentation clerk, Facility maintenance and related duties.

- Providing exception customer service and tourism counselling to be able to provide tourists with an enhanced cultural visibility, and encourage them to stay longer in area.
- Use professional standards to complete collection documentation and maintain artifacts.
- Deliver engaging programming to visitors of all ages and abilities, including school groups, seniors and tourists.
- Contribute to the professional facility image through maintaining the presentation of the facility and grounds

APPLICATION DEADLINE: March 26, 2010 at 4:00 p.m.

Please send resume and cover letter to:

Tracey Leavitt, Executive Director/Curator

Millet and District Historical Society

Box 178, Millet, AB T0C 1Z0

Fax: 780 387-5548 Email: info@milletmuseum.ca www.milletmuseum.ca

We thank all applicants for their interest, however, only those selected for an interview will be contacted.