

# NOW HIRING

Apply Today

## **The Onoway Museum/Visitor Information is accepting applications for a summer position from May 1 – August 30, 2019.**

The successful candidate would be required to assist the Facility Manager in carrying out the day to day duties. These duties would include:

- ✓ Act as guide/museum interpreter to museum visitors
- ✓ Assist with collection and cataloguing of artifacts
- ✓ Help run the School Programs in May and June
- ✓ Enter data on museum database
- ✓ Open and close the Museum when the Manager is away
- ✓ Maintain a neat, clean facility
- ✓ Plan and host special days/events
- ✓ Provide local tourist information
- ✓ Contribute content to social media sites

Wages will be in the \$15.00 - \$16.00 per hour range, dependent upon experience, training and education.

- Monday – Friday – approximately 35 hours/week, with one evening and occasional extra hours on Saturdays.
- Excellent oral and written communication and attention to detail required.
- Competence in Word & Excel necessary.
- Experience with Past Perfect software an asset.
- Interest in history and/or the community of Onoway and area.
- Flexible and positive attitude

Please email a cover letter and resume to [admin@onowaymuseum.ca](mailto:admin@onowaymuseum.ca) by April 4, 2019 or drop off in person Tuesday – Thursday between 9:00 am -4:00 pm.

Phone 780-967-1015 for more information.

Only applicants that are short listed will be notified.