



Crowsnest Museum & Archives
cnmuseum@shaw.ca
403-563-5434
crowsnestmuseum.ca

2022 Employment Opportunity – Part-Time or Full-Time Programs

Assistant

The Crowsnest Museum is seeking an enthusiastic, creative, outgoing, and motivated individual to fill a Programs Assistant position.

DUTIES

- Responsible for the safe, efficient, and enthusiastic development, coordination, and operation of programs including but not limited to tours, special events, fundraisers, and educational programs for school groups and external groups with supervision and oversight by the Programs Lead
- Provide guest/visitor services including gift shop sales and restocking, opening and closing duties, customer/tourist information service, cash handling, and using a Point-of-Sale system
- Maintain a safe, inclusive, and friendly atmosphere for all guests, staff, and stakeholders
- Perform maintenance and cleaning duties to a high standard
- Work in a customer service-based environment with a team of museum staff, volunteers, and management
- Be a positive promoter of tourism in Crowsnest Pass
- Participation in special events

REQUIRED QUALIFICATIONS

- Excellent customer service skills
- Excellent communication, time management, and organizational skills
- Passion for history and learning

ASSETS

- Experience in guest services, collections and archives, tourism and hospitality, and heritage interpretation
- Knowledge of Crowsnest Pass history, geology, tourism industry, outdoor recreation opportunities considered an asset

Please note, candidates are required to adhere to the organization's COVID-19 policies.

This position has flexibility and can be either a part-time or full-time position (approximately 16-37.5 hours a week) with required weekend, evening, and holiday availability. The wage is \$16.00/hour.

Please apply by emailing your resume and cover letter to programs@heritagecrowsnest.com

Thank you to all who apply, but only those selected for an interview will be contacted.