



SEASONAL EMPLOYMENT OPPORTUNITY

Spring & Summer 2024



MUSEUM OPERATIONS ASSISTANT [SEASONAL]

The Crowsnest Museum & Archives is seeking a proactive and motivated individual to fill the role of Museum Operations Assistant [Seasonal] at the museum and A.P.P. Barracks for the spring and summer of 2024.

Reporting to the Operations Lead, the Museum Operations Assistant will be required to assist the Operations Lead with administration and special projects at the Crowsnest Museum and the Alberta Provincial Police Barracks. The Museum Operations Assistant position is intended to allow the successful applicant to gain limited practical and administrative experience as an entry-level supervisor in addition to their regular tasks as a seasonal staff member.

Duties

- Provide an exceptional guest experience at the museum and barracks by maintaining a professional, clean and safe environment for all visitors and staff
- Perform data entry and other administrative tasks as required
- Participate in and lead special projects as directed by the Museum Operations Lead
- Assist the Museum Operations Lead with the supervision, operation, and maintenance of both the Crowsnest Museum and the A.P.P. Barracks
- Provide effective support and direction for seasonal staff at the Crowsnest Museum & Archives
- Assist with visitor services (including the Museum Gift Shop), fundraisers, exhibit development, programming, and collections work as required
- Respond professionally and proactively to visitor concerns and incidents

Qualifications

- Education or experience working at a museum or heritage site (or similar)
- Good communication, time management, and organizational skills
- Excellent customer service skills
- Familiarity with the Crowsnest Pass and its history is considered an asset

Successful candidates will be required to adhere to Heritage Crowsnest policies and procedures while working at the Crowsnest Museum & Archives and A.P.P. Barracks. This is a full time seasonal position (37.5 hours/week) beginning early May through to August 31 with the possibility of an extension into autumn. The wage is \$17.00/hour.

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

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

**HERITAGE
CROWSNEST**



CROWSNEST MUSEUM & ARCHIVES
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