



Ticketing & Gift Shop Clerk, Part-Time (15-30 hours/week)

Weekends required along with occasional weekday shifts

Job Description:

Reporting to the Visitor Services Coordinator the Ticketing & Gift Shop Clerk serves as a Visitor Services resource handling the responsibilities and tasks within the job. Must have daytime and weekend availability. Starting wage is \$15.00 hour.

Primary responsibilities include:

- Ticketing
- Special booking assistance
- Program registration
- Providing visitor information and accessibility to those who require special assistance
- Answering and directing phone calls
- Maintaining call log
- Daily cash reconciliations of till
- Membership verification
- Retail in the Gift Shop
- Other duties as assigned by the Visitor Services Coordinator
- Maintaining a clean and organized work space.

Qualifications:

Some experience in a similar role. Excellent written and verbal communication skills. Cash in/out experience, P.O.S experience, ability to multi-task, provide customer service, team player and high work ethic.

Apply: Please send your resume to Amanda Boucher at aboucher@dinomuseum.ca