



PHILIP J. CURRIE  
DINOSAUR MUSEUM

# 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.

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## 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

\*Please note this is a fluid position that may include performing tasks in other areas of the museum.

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## QUALIFICATIONS:

Experience in a similar role is preferred. Excellent written and verbal communication skills, ability to multi-task and provide good customer service, a team player, willingness to learn and good work ethic. Cash in/out experience and P.O.S experience would be an asset.

**To apply, please send your resume to  
Amanda Boucher at [hr@dinomuseum.ca](mailto:hr@dinomuseum.ca)**