



Visitor Experience Assistant

The Visitor Experience Assistant will be responsible for providing excellent visitor experience in the museum during the busiest summer months, as well as assisting with aspects of the museum's gift shop and public programming.

Description of Tasks:

- Interact and greet the visiting public and assist with any questions
- Complete Sales of Admissions Ticket
- Gift Shop duties (cashier, stocking shelves, pricing, inventory, store organization and cleaning)
- Promote and complete registrations for memberships, parties, education programs, films, lectures, events, workshops, day camps and tours.
- Provide visitor information and accessibility to those who require special assistance.
- Answer and direct phone calls including queries for special event booking, facility rentals, gallery tours and volunteers.
- Complete daily cash reconciliation of till
- Maintain open communication with all staff and the public
- Other duties as required/assigned

The ideal candidate will have the following attributes/qualities:

- Excellent personal and written communication skills
- Demonstrate ability to manage cash
- Computer proficiency
- Retail savvy
- Demonstrated passion for outstanding customer service
- Ability to work independently and as part of a team
- Highly organized and efficient
- Flexibility and willingness to adapt to changing priorities
- Event or Booking service experience an asset

Period of Employment

The Visitor Experience Assistant position's period of employment will be **June 24th, 2024 to August 30th, 2024** (Some negotiation around start/end dates can be considered).



PHILIP J. CURRIE
DINOSAUR MUSEUM

Salary: \$18.00/hr

To Apply

We are an equal opportunity employer, and any eligible person is welcome to apply for this position. If interested, please e-mail your cover letter and resume to the following address:

Attention: Rachelle Pinard-Kulovits
E-mail: HR@dinomuseum.ca

The application deadline is **Friday, May 17 at 11:59 pm MDT**. Please note only successful candidates will be contacted and scheduled for an interview a week after the application deadline. Virtual interviews are possible.

About the Philip J. Currie Dinosaur Museum

The PJCDM is located 2 km outside the Town of Wembley and approximately 33 km from the City of Grande Prairie. While the successful candidate is responsible for finding their own accommodation in the Grande Prairie area, the museum can suggest some potential options. The successful candidate must be present, in-person, at the museum during work hours. They must be willing to work some evenings and weekends to accommodate volunteers and special events.