



**Visitor Experience Assistant
Seasonal, Full-Time**

Location: Wembley, AB

Organization: Philip J Currie Dinosaur Museum

Reports structure: Santana Jensen, Visitor Services Coordinator, Rachelle Pinard-Kulovits, Head of Operations

Term of Employment: May 21st, 2025 to August 29th, 2025

Salary: \$18.00/hr

Hours of work: Full-time, 37.5 hours/week (7.5 hours per day)

The Philip J Currie Dinosaur Museum (PJCDM) is seeking an enthusiastic, passionate and knowledgeable Visitor Experience Assistant for the summer of 2025.

The Visitor Experience Assistant (a 2-month summer position) is an integral part of the team and plays a key role in providing guests with high quality service. You 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 Primary Roles and Responsibilities:

- Work under the supervision of the Visitor Services Coordinator.
- Provide exceptional customer service to all guests.
- Interact and greet the visiting public and assist with any questions.
- Accurately process sales of admissions ticket.
- Gift Shop duties (cashier, stocking shelves, pricing, inventory, store organization and cleaning)
- Promote and/or complete registrations for memberships, parties, 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
- Wear our Mascot for birthdays and events
- Assist with preparation and cleanup for Museum events, including attending events.
- Other duties as required/assigned



Requirements/Qualifications:

- Knowledge of and interest in Alberta's palaeontology, geology, and/or natural history.
- Excellent personal and written communication skills.
- Demonstrated 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.
- Clean criminal record check.

Experience or knowledge that will be considered an asset.

- Experience in a similar role.
- Event or Booking service experience.
- Valid Standard or Intermediate First Aid Certificate.
- Valid Class 5 driver's license (Class 4 is an asset).
- Clean Drivers Abstract (last 5 years).

As this is a position funded by Canada Summer Jobs, to be eligible, you must:

- Be between 16 and 30 years of age at the beginning of the employment period.
- Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment.
- Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

Period of Employment

The period of employment for this position will be **May 21st, 2025 to August 29th, 2025** (Some negotiation around start/end dates can be considered).

Salary: \$18.00/hr



PHILIP J. CURRIE DINOSAUR MUSEUM

The Visitor Experience Assistant will work five 7.5 hour days Wednesday to Sunday as required.

To Apply

We are an equal opportunity employer, and any eligible person is welcome to apply for this position. The application deadline is **Friday, April 18th at 11:59 pm MDT** or sooner if ideal candidate is found. Please note only successful candidates will be contacted and scheduled for an interview. Virtual interviews are possible for candidates not local to the region. If interested, please e-mail your cover letter and resume to the following address:

Attention: Rachelle Pinard-Kulovits

E-mail: HR@dinomuseum.ca and operations@dinomuseum.ca

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.