



**Visitor Services Team Member
Seasonal, Full-Time**

Location: Wembley, AB

Organization: Philip J Currie Dinosaur Museum

Reports structure: Santana Jensen, Visitor Services Coordinator

Term of Employment: June 3rd, 2025 to August 31th, 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 Services Team Member for the summer of 2025.

The Visitor Services Team Member 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 the Rupertsland Institute, to be eligible, you must:

- Have a Metis Nation Association membership card
- Be between 15-30 years old
- Be a full-time student for the current year and plan on returning to school the following term
- Register with Rupertsland Institute (information will be provided to successful candidates)
- Work with a Ruperstland Institute advisor to do an intake process and sign an action plan
- Be approved by the Rupertsland Institute Advisor to ensure eligibility

Period of Employment

The period of employment for this position will be June 3rd, 2025 to August 31th, 2025 (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. 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: Santana Jensen, Visitor Services Coordinator
E-mail: vscoordinator@dinomuseum.ca and HR@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.