



Visitor Experience Assistant

The Philip J Currie Dinosaur Museum (PJCDM) is seeking an enthusiastic, passionate and knowledgeable Visitor Experience Assistant for the Fall/winter.

The Visitor Experience Assistant will be responsible for providing an excellent visitor experience at the Museum, as well as assisting with the Museum's gift shop and public programming.

Description of Tasks:

- Interact and greet the visiting public and assist with any questions
- Process admission and gift shop sales.
- Gift Shop duties (cashier, stocking shelves, pricing, inventory, store organization and cleaning)
- Promote Museum memberships, programs, events, tours, camps and other visitor experiences, and assist with registrations as required.
- 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
- Participate in mascot appearances and other visitor engagement activities as required.

The ideal candidate will have the following attributes/qualities:

- An interest in dinosaurs, paleontology, science, or museums.
- Excellent personal and written communication skills
- Demonstrated ability to manage cash
- Computer proficiency
- Retail or customer service experience.
- 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

Reporting

This Visitor Experience Assistant will report to the Visitor Services Coordinator.

Period of Employment

The period of employment for this position will be **September 5th, 2026, to June 19th, 2027** (Some negotiation around start/end dates can be considered).

Pay: \$15.00-\$18.00/hr.

The Visitor Experience Assistant will work 15 hours per week, consisting of two 7.5-hour shifts on Saturday and Sunday.

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. If interested, please e-mail your cover letter and resume to the following address:

Attention: Santana Jensen

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

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.

Signatures:	
_____ Employee _____	Date
_____ Supervisor _____	Date
_____ Executive Director _____	Date