



Museum Assistant

Summer Position

Make History in the Rockies This Summer!

The Northern Rockies Museum of Culture and Heritage is a small but mighty museum located in Hinton, Alberta. During summer, our little place becomes fast-paced, as we give personable and engaging tours to people from all over Canada and the world. This position will give you the opportunity to work with the public, enhance our museum tour and exhibits, and experience the Canadian Rockies. As the Museum Assistant, your primary task would be to deliver programming at the museum, create an addition to one of our exhibits, work with our artifact collection, and assist with developing our tour and social media. The Museum Assistant position at the Northern Rockies Museum will start on May 7 (this date is flexible, depending on the candidate) and end on August 31. Located in beautiful Hinton, Alberta in the Canadian Rockies, the Northern Rockies Museum is one of the area's newest attractions.

The successful candidate will be responsible for:

Customer Service and Sales

Conducting tours and programs

Tour research and development

Research and exhibit development

Social media research and development

Cataloging artifacts

Light Cleaning

Assisting the Operations and Programming Manager as needed.

QUALIFICATIONS

Excellent customer service skills

Willingness to learn new skills and information

Ability to lift 25 pounds

Willingness to work weekends and occasional evenings

Willingness to work with children

Interest in history

Although there is public transport within town, a car would be beneficial to the applicant if they are moving to Hinton for the summer.

This position pays \$18 an hour and will be five days a week, 35 hours/week.

The Northern Rockies Museum is an equal-opportunity employer.

Eligible candidates can submit cover letters and resumes to manager@northernrockiesmuseum.com by March 11, 2023. Applications without a cover letter will not be considered. This position will remain open until filled.