**MINUDIE HERTITAGE ASSOCIATION**

Position: **Museum Assistant**

Term: 35 hours per week for 10 weeks

Salary: $12 per hour

Start Date: June 24th, 2019

Location: Minudie, NS

Education: ***Must have been a full-time post-secondary student during the past year and be returning to full-time post-secondary studies in the fall***

Skills: Excellent customer service, organizational, and research skills

 Good working knowledge of internet and email, Windows 10, Microsoft Office

 Genuine interest in history an asset

Duties: Operation of museum

 Greeting and assisting tourist visitors

 Compiling research and completing genealogy requests

 Assisting museum staff with displays of archival material

 Compiling statistical information and reports

 Assisting with promotion and coordination of special events and fundraising

 Updating collections/volunteer databases and promotional material

 Other duties as required

Requirements: Must have transportation

 Must be able to work weekends

 Must be able to work with minimal supervision

 Ability to work flexible hours

To Apply: Email: **minudieheritage@gmail.com**

**DEADLINE TO APPLY: JUNE 17th, 2019**

*Interviews are tentatively scheduled for Wednesday June 19th, 2019 at the D.M. Cochrane Medical*

*Centre in River Hebert, NS.*