**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.*