

## MUSEUM COORDINATOR

(SUMMER POSITION – 8 weeks)

June 26 to August 14, 2022

Central New Brunswick Woodmen Museum

The Central New Brunswick Woodmen Museum is searching for a creative and dynamic individual with demonstrated enthusiasm towards the mission of historical significance and its role in the community.

**DUTIES:** Reporting to the Acting Director. Duties will include, but not be limited to, operations of gift shop (including inventory and cash duties), creating social media content to promote the gift shop, interacting with tourists, and assist in maintaining museum buildings.

The successful candidate will demonstrate initiative and the ability to work both independently and in a team environment. Strong interpersonal, organizational and communication skills are essential. Video production experience and other technological skills are considered assets.

**QUALIFICATIONS:** In addition to possessing the necessary skills and abilities to perform the above noted duties, candidates must:

- Be 15 to 30 years old (inclusively) at time of application;
- Be a Canadian citizen, permanent resident, or a person on whom refugee protection has been conferred under the *Immigration and Refugee Act*, and;
- Be legally entitled to work according to the relevant provincial legislation and regulations.

**SALARY:** \$12.75 per hour.

**HOURS:** This position is full-time (35 hours a week) for 8 weeks. The position requires daytime and weekend shifts (based on work schedules).

**APPLICATIONS:** Candidates must demonstrate on their application how, when and where they have acquired the skills and qualifications required for this position. Applications must be received by **June 1, 2022**.

Interested applicants are invited to submit their cover letter and résumé to:

Phyllis Robinson, Acting Director  
6342 Route 8, Boiestown NB E6A 1Z5

[woodmenmuseum@gmail.com](mailto:woodmenmuseum@gmail.com)

506-369-7214