



Position: Visitor Services Associate
Duration: 14 weeks
Start date: May 30, 2011
End date: September 2, 2011
Hours and Wage: \$12/hour for 35 hours/week
Languages: English required, bilingualism an asset

Job Description

- Greet visitors and process admissions
- Maintain accurate attendance statistics
- Provide customer service in the Museum Shop, and process sales
- Accurately complete end of day paperwork
- Assist with gift shop merchandising, pricing and inventory processing as needed
- Delivery of museum tours to visiting groups and the general public
- Assist with special event preparations and programming
- Data entry
- Other office duties as assigned

Qualifications:

- Student pursuing post secondary education
- Must qualify for Young Canada Works program
- Retail or customer service experience
- Cash handling experience
- Excellent communication and public speaking skills
- Interest in railway and local history
- Experience using Microsoft office applications

Work expectations:

- Availability for weekends, holidays and evenings, flexibility; willingness to wear historic costume

Applications due by Thursday, May 12/11

To: Museum Manager
Elgin County Railway Museum
225 Wellington St
St. Thomas, ON N5R 2S6