



Western Development Museum
North Battleford

Box 183, Hwys 16 & 40
North Battleford, SK S9A 2Y1

P: 306-445-8033
W: wdm.ca

**WESTERN DEVELOPMENT MUSEUM - NORTH BATTLEFORD
is now accepting applications for the following position:
Visitor Services Representative - Summer**

GENERAL DESCRIPTION:

Reporting to the Operations Manager, the Visitor Services Representative's main responsibility is to provide excellent visitor services at the WDM North Battleford. The Visitor Services Representative will ensure that the services are supplied in an efficient and professional manner. They will also assist with the set-up of special events and functions.

DUTIES AND RESPONSIBILITIES:

- Opening/closing procedures in the office and gift shop.
- Visitor orientation to the Museum Galleries.
- Gift shop sales and reporting.
- Process admissions & memberships.
- Provide visitor service information requests (by phone or in person).
- Maintenance of reception area, gift shop, staff area, including cleaning and other light housekeeping duties.
- The Visitor Services Representative will work varying hours to cover events and activities.
- General office duties as assigned.

QUALIFICATIONS:

- Self-motivated and able to work independently
- Willing to work weekends
- Have superb organizational skills
- Valid driver's license
- Knowledge and experience in an office environment is an asset.

CONDITIONS: \$14.46 - \$16.77 an hour

Employee Benefits as per WDM Human Resources Policies

Term: 16 weeks from May 8 - August 25, 2023

Hours: 40 hours per week. Hours of work are 8:45 am - 5:15 pm and will include weekday, weekend and occasional evening work.

This position is funded through Canada Summer Jobs.

The candidate must be:

- between 15 and 30 years of age (inclusive) at the start of employment;
- a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act; and
- legally entitled to work according to the relevant provincial/territorial legislation and regulations.

Recent immigrants are eligible if they are Canadian citizens or permanent residents.

Application deadline: March 31, 2023.

Apply to:

Visitor Services Representative - Summer Selection Committee
Western Development Museum
P.O. Box 183
North Battleford SK S9A 2Y1
nbattleford@wdm.ca

Applications may be mailed, e-mailed or dropped off in person at the WDM North Battleford.
Only applications selected for an interview will be contacted.

We thank everyone for applying for this position. Only applicants selected for an interview will be contacted. This position is dependent on funding from the Canada Summer Jobs Program.

The WDM will conduct a screening process that is fair and equitable.