

## **MINUDIE HERITAGE ASSOCIATION**

- POSITION:** Administrator/Curator
- Term:** 10 weeks for 35 hours a week
- Salary:** \$12 per hour
- Start Date:** Approximately June 24, 2019
- Location:** Minudie
- Education:** **Must be Grade 12 or above; have been a full-time student during the past year and be returning to full-time studies in the fall**
- Skills:** Excellent customer service, organizational and research skills  
Good working knowledge of Internet & e-mail, Windows 10  
Microsoft Office  
Genuine interest in history an asset
- Duties:** Operation of museum  
Greeting & assisting tourist visitors  
Compiling research & completing genealogy requests  
Assisting museum staff with displays of archival material  
Compiling statistical information & reports  
Assisting with promotion and coordination of special events & fundraising  
Updating collections/volunteer databases & 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:** E-mail: [minudieheritage@gmail.com](mailto:minudieheritage@gmail.com)

**DEADLINE TO APPLY: June 24, 2019**