



**THE TOWN OF THE PAS
REQUIRES A
MUSEUM OPERATIONS ASSISTANT
FULL TIME GRANT FUNDED TERM POSITION**

This position requires an individual who is dependable and self-motivated. The main role of this position will be to assist the permanent staff members at the Museum with their day-to-day tasks in order to ensure the continued successful operation of the museum during the summer.

QUALIFICATIONS:

- Currently studying or interest in studying History or related field is an asset.
- Tour guide experience is an asset.
- Experience or involvement with educational programming or activity scheduling is an asset.
- Organizational skills.
- Research skills are an asset.
- Attention to detail.
- Excellent skills of written and oral communication.
- Teamwork, self-motivation and leadership skills are a must.
- Customer service skills are an asset.
- Ability to work in a computerized environment.
- Must be eligible for the Manitoba Green Team program.

WAGE RATE: **\$16.00** per hour

HOURS OF WORK: Monday to Friday 9:00 a.m. until 5:00 p.m.
Term is June 24, 2024 to August 30, 2024.

Applications will be accepted up to April 26, 2024, and should be directed to:

**Jaxon Baker, Museum Director jaxonb@townofthepas.ca
BOX 185, The Pas, MB. R9A 1K4**

“This position is open to all applicants in accordance with the Human Rights Legislation of Manitoba and reasonable accommodations are available to applicants with disabilities”.

We thank all candidates for their interest, however only those selected for an interview will be contacted.