



**THE TOWN OF THE PAS  
REQUIRES A  
MUSEUM OPERATIONS OFFICER  
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:**

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- 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 Young Canada Works in Heritage Organizations program.

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

**HOURS OF WORK:**           Tuesday to Saturday 9:00 a.m. until 5:00 p.m.  
Term is June 3, 2024 to August 30, 2024.

**Applications will be accepted up to April 19, 2024, and should be directed to:**

**Jaxon Baker, Museum Director [jaxonb@townofthepas.ca](mailto: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.*