



CAREER OPPORTUNITY

MUSEUM OPERATIONS OFFICER – SUMMER POSITION 2025

The Town of The Pas is seeking an individual for the role of Museum Operations Officer to join the Sam Waller Museum department for the summer of 2025. The Sam Waller Museum is seeking a motivated and detail-oriented individual for the position of Summer Museum Operations Officer. The Museum Operations Officer will be responsible for providing customer service, assisting the Curator with projects focusing on the museum's collection, giving tours of the museum, assisting with events and programs and much more.

SKILLS & QUALIFICATIONS:

- Must be eligible for the Young Canada Works program.
- Must have completed Grade 12.
- Proficiency in Microsoft Office (Word, Excel, Outlook, etc.).
- Previous museum, archival, customer service, or cultural heritage experience is an asset.
- Background or studies in museum studies, history, art history, archaeology, or a related discipline is an asset.
- Strong communication, organization, and interpersonal skills
- Ability to work independently and collaboratively
- Tour guiding experience and valid firearms permit is an asset.
- Must have an RCMP Criminal Record Check and Child Abuse Registry Check

DUTIES & RESPONSIBILITIES:

- Provide exceptional front-line customer service to museum visitors in a friendly and professional manner.
- Assist with the setup, guide tours, and takedown of exhibitions and displays.
- Perform administrative duties including data entry, bookings, and handling inquiries.
- Support inventory, cataloging, and condition reports of collection items.
- Assist in organizing and facilitating summer programs, events, and tours.
- Maintain cleanliness and organization of museum spaces.
- Handle point-of-sale duties and assist in gift shop operations.
- Other duties as assigned to support day-to-day museum functions.

WAGE RATE: \$15.80/hour

HOURS OF WORK: 35 hours per week. Monday through Friday – 9.00 am to 5.00 pm.

Applications will be accepted until **May 30, 2025, and should be submitted online via:**

www.townofthepas.ca/employment-opportunities

P.O. Box 870, The Pas, MB. R9A 1K8

Fax: (204) 623-5506

www.townofthepas.com

The qualifications & duties listed above are a summary of job requirements; selection will be based upon the full requirements detailed in the Job Description, a copy of which is available on request and will be provided to all interviewees.

This position is open to all applicants in accordance with the Human Rights Legislation of Manitoba

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