

Division: Learning & Engagement

Department: Learning & Engagement, Museum and temporary exhibitions

Position Type: Part -Time, Term (As soon as possible to September 5, 2022)

Closing Date: May 16, 2022

JOB DESCRIPTION:

Pay Group: 2

General:

Reporting to the Learning & Engagement Supervisor, the Exhibit Attendant primarily interprets the Ultimate Dinosaurs temporary exhibit and Museum Galleries for the general public and organized groups, as well as assists other staff with the daily activities as directed. The incumbent must exercise initiative and independent judgment in working with the Museum's various audiences while maintaining an energetic and lively approach. They must be able to work with minimal supervision and be available for weekend and evening work.

Salary/Rate:

The pay for this position is \$14.79 per hour.

Conditions of Employment:

- Child Abuse Registry Check
- Criminal Record Check with Vulnerable Sector Check
- Voluntary COVID-19 Vaccination status declaration

Typical Duties:

- a) Maintain a staff presence in the exhibit area provide crowd direction, and interpret and assist with exhibits for the institution's school and general public audience.
- b) Train and supervise volunteers.
- c) Learn pertinent information on departmental programs, permanent galleries and temporary exhibits as required.
- d) Answer inquiries from and provide information to the general public on all Museum programs and activities.
- e) Monitor activity in the exhibit area to ensure rules and guidelines are followed and alert security in the event that help is needed.
- f) Support Learning Facilitators and other staff with activities in the exhibit area.
- g) Other duties as reasonably assigned.

MINIMUM REQUIRED QUALIFICATIONS

Skills, Abilities and Knowledge:

- a. Strong interpersonal skills including the ability to interact effectively with staff, volunteers and the general public, especially children.
- b. Knowledge and/or interest in Museum galleries' exhibits
- c. Knowledge of and interest dinosaurs, paleontology and Manitoba's human and natural history.
- d. Ability to work in an organized manner, both independently and in a team environment.
- e. Ability to work under pressure and to meet deadlines.
- f. Knowledge and understanding of the requirements of proper business demeanor, including conscientiousness, reliability and punctual attendance.
- g. Fluency in both official languages and experience in using French and English languages in a museum environment an asset.

Education, Training and Experience:

- a. Grade XII education, and
- b. Minimum of one year experience working with the public and/or children, including experience in crowd direction and supervision, or
- c. An equivalent combination of education and experience.

This is a Part-time term position beginning as soon as possible to September 5, 2022. The hourly wage is \$14.79, plus 6% vacation pay. Please submit your application by 4:00 pm on May 16,, 2022 to:

Manager of Volunteer & Employee Relations
The Manitoba Museum
190 Rupert Avenue
Winnipeg, MB R2B 0N2
Email: hr@manitobamuseum.ca
Fax: (204) 942-3679

The Manitoba Museum is committed to inclusion and employment equity and welcomes diversity in the workplace. This document is available in other formats and accommodations will be provided throughout the selection process upon request. Contact Human Resources at 204-956-2830 if you have an accommodation request.

*We thank all applicants for their interest; however, only those being considered for interviews will be contacted.
We are not able to acknowledge receipt of applications submitted via Fax or mail.*