



Position Description

Gallery Attendant/Gift Shop Manager

Part Time, 28 hours a week (winter)

Full Time, 35 hours a week (summer)

Reporting to the Museum General Manager, the incumbent administers the front of the house operations including admissions, gift shop, visitor information, Historical Society walk-in memberships and event registration when necessary.

Duties and responsibilities:

Community Relations 30%

Greet and engage visitors.

Knowledgeable regarding the museum and what it has to offer.

Knowledgeable about Jasper and area and provide general visitor information.

Direct visitors with museum inquiries to appropriate staff.

Work gallery openings and other special events.

Gift Shop 30%

Handle cash for admissions, gift shop sales and membership/events as necessary.

Price incoming stock and restock shelves in gift shop.

Administer supplier files, maintain inventory and research new gift shop products.

Clean gift shop.

Building Maintenance 20%

Maintain museum exterior (walkways), public areas (meeting room & Exhibit areas). Monitor bathrooms to make sure they are tidy and dispensers are full.

Other Duties 20%

Assist Museum General Manager, Collections Clerk or Archives Staff as needed.

Take an interest in historical outings, research projects, school programming, etc.

Qualifications

The incumbent should become familiar with and operate within a variety of policies, regulations, procedures and manuals including the following.

- Jasper-Yellowhead Historical Society (JYHS) Mission, Vision, Objectives and Strategic Framework
- Jasper- Yellowhead Museum & Archives (JYMA) Procedures Manual
- JYHS Three Year Plan
- JYMA Disaster Plan

Abilities and Skills

- Ability to communicate effectively orally and in writing
- Ability to operate a computer including e-mail, internet, word processing, database and Point of Sales equipment. Microsoft365 an asset
- Ability to work independently and also in a team environment

Experience

- Experience in handling cash
- Experience in serving the public
- General knowledge of the history of the Jasper area

Personal Suitability

- Able to develop and maintain effective interpersonal relationships with JYHS Directors and members, staff, volunteers, and the general public
- Tact and diplomacy in dealing with potentially difficult situations involving others
- Enthusiasm, initiative and motivation
- Dependable and flexible
- Must be willing undergo a Criminal Record Check

Recruitment Details:

- Competitive wage (starting \$18.50/hr – rapid increase with proficiency)
- Benefits available
- Ongoing training and learning opportunities

Closing Date: Thursday, March 23, 2023

Email resume and cover letter to: manager@jaspermuseum.org

Enquiries can be directed to the Jasper Museum 780-852-3013