



MUSEUM ASSISTANT

The CPHM is a volunteer driven non-profit organization that is dedicated to the preservation of objects, records and artifacts of significance to the natural and human history of Cranberry Portage and surrounding area.

Under the direction of the Curator / Executive the Museum Assistant will be primarily responsible to:

- Assist with collection processing, labeling, digitizing and rehousing artifacts
- Assist with setting up, changing or moving exhibits
- Greet visitors, explain exhibits and provide tours
- Receive monetary donations; annual memberships; and collect visitor information
- Sell merchandise and other souvenirs in the museum shop
- Assist with social media, website creation and management; as required
- Assist with special events held at the museum
- Open and close the facility according to the established procedures
- Engage in training specific to museum duties as required
- Perform other related duties as assigned

Qualifications:

- Training and or experience in customer service is preferred
- Experience with software (word processing / spread sheets) and social medial platforms
- Ability to take direction, organize tasks, work independently and or collaboratively
- Excellent oral and written communication and interpersonal skills
- Desire to learn about the collection and local history

This is a permanent seasonal position from May – September with 30-40 hours on site per week and part-time from October – April on an as needed basis. The rate of pay is \$16.00 - \$20.00 per hour plus statutory benefits.

Submit resume to Cranberry Portage Heritage Museum at PO Box 310, Cranberry Portage MB R0B 0H0 or email to

cphmuseum@gmail.com by April 1, 2024.