

The Canadian Automotive Museum seeks a summer Visitor Service Assistant position to deliver high quality visitor experiences and promote museum activities on social media. The selected candidate will gain hands-on experience in delivering tours and programs in both official languages to a diverse audience. The position will also assist with cataloguing and digitizing the museum's advertising collection during slow visitor periods.

### **Duties & Responsibilities**

- Answer visitor inquiries in English as well as in French if possible.
- Provide a daily tour of the gallery.
- Solicit feedback and encourage positive online reviews of the Canadian Automotive Museum.
- Assist with front-end museum operations including ticket sales, orienting visitors to the museum, and processing gift shop transactions.
- Promote the CAM through the official website and social media channels by ensuring that events, photos, and visitor information are kept up-to-date throughout the summer months.
- Assist with the museum's annual Members' Park & Picnic fundraiser event in June.
- Assist with other museum projects as requested, including minor cleaning and maintenance duties - dusting, sweeping, sanitizing and supply restocking as required.
- Catalogue and digitize documents in the museum's archival collection.

### **Qualifications**

- A Canadian citizen or permanent resident entitled to work in Canada.
- Candidates must be currently enrolled in a post-secondary institution.
- Excellent interpersonal, public speaking and communication skills.
- Preference given to candidates with a background in education, tourism, museum studies, history, automotive engineering or a similar field.
- Experience working in a not-for-profit environment is an asset.
- Ability to speak French preferred.
- Interest and enthusiasm for historic motorized vehicles encouraged.

### **Competencies**

- Technology: Use web-based programs and social media to reach new audiences.
- Communications: Interact with others via social media and in-person.
- Organization: Track projects and measurable outcomes.
- Customer Service: Ensure visitors have a positive experience.
- Time Management: Deliver content within specified time requirements.

The Canadian Automotive Museum is an equal opportunity employer and encourages applications from all qualified candidates. The main gallery and office space is wheelchair accessible. This position is contingent on successful funding from Young Canada Works. All offers of employment for this position will be conditional upon satisfactory reference checks and verification of eligibility in Young Canada Works. We thank all applicants; however, only those selected for an interview will be contacted.

Positions Available: 1

Duration: 14 weeks

Hours: Tuesday - Saturday, 9am to 5pm.

Start date: May 21, 2024

Salary: \$16.55/hr.

To apply, email a cover letter, resume, and two references to [jobs@canadianautomotivemuseum.com](mailto:jobs@canadianautomotivemuseum.com) by 5pm on Friday, May 10, 2024.