



Museum Summer Students Customer Service Assistants

Job Posting #2019-10

The City of Niagara Falls is looking for summer students to work at our Museum(s) as Customer Services Assistants.

Responsibilities:

- Interpret and assist visitors in the galleries of our three museums
- Assist with volunteer program, maintain database and records
- Assist with front of house operations, respond to inquiries
- Assist with group tours and special events
- Assist with gift shop sales, stocking and record of sales, cleaning and setup, researching, rental booking
- May be asked to conduct surveys

Qualifications:

- Enrolled in full-time studies for the semester preceding the upcoming summer and returning to full-time post-secondary studies in the following September (Proof of enrolment required)
- Ability to follow simple written and oral instructions and work with minimal supervision
- Basic computer skills
- Excellent customer service skills

Work Schedule and Rate of Pay:

- 35 hours per week including evenings and weekends
- \$16.40 per hour

To apply, please submit your cover letter and resume through the City's website www.niagarafalls.ca (select the 'Careers and Employment' icon) by 4:30 p.m. on **Friday, February 22, 2019.**

The City of Niagara Falls is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. Upon request, the City will accommodate the accessibility needs of applicants under the Ontario Human Rights Code and the *Accessibility for Ontarians with Disabilities Act (AODA)* throughout all stages of the recruitment, selection and interview process. Personal information is collected under the authority of The *Municipal Act* and will only be used to determine suitability for this position. We thank all applicants for their interest, but only those advancing through the selection process will be contacted.

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