



POSITION VACANCY

Call Number:	2023-14
Position:	Customer Service & Museum Assistant(s)
Type of Vacancy:	Summer Student – Non Union May to August 2023
Work Schedule:	35 hour work week including evenings and weekends
Hourly Rate:	\$19.00 per hour
Posting Date:	January 20, 2023
Closing Date:	February 10, 2023 at 4:00 p.m.

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

Responsibilities:

- Interpret and assist visitors at our museum sites and historic cemetery.
- Provide excellent visitor experience including cleanliness of sites.
- Assist with front of house operations including Point of Sale and cash handling.
- Assist with projects including but not limited to: database management, programming, photo-documentation, research, digitization, exhibition support, collection/public art inventory and special events.
- Assist with gift shop sales, inventory and merchandising.

Requirements:

- Enrolled in full-time studies for the semester preceding the upcoming summer and returning to full-time post-secondary studies.
- Post-secondary education in a related field and/or prior experience working in a museum setting will be considered an asset.
- Highly organized, detail-oriented with strong communication skills.
- Ability to follow simple written and oral instructions and work with minimal supervision as well as part of a team.
- Experience with museum software applications will be considered an asset.
- Excellent customer service skills.

To Apply:

Submit your cover letter and resume at www.niagarafalls.ca/jobs

Applications must be submitted online and will be accepted until 4:00 p.m. on **Friday, February 10, 2023.**

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 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 by email.