

The **Dauphin Rail Museum** is seeking a candidate for the position of **Museum Assistant Administrator** this summer. The position is funded by Canada Summer Jobs and applicants must be between the ages of 15-30 years of age and a Canadian citizen or Permanent Resident.

The position term will be from June 12th, 2023 to September 1st, 2023 with a work week consisting of 30 hours/week at \$15/hour. The hours will be as follows: Monday through Thursday 10:00 AM - 4:30 PM, Friday 9:00 AM - 5:00 PM and Saturday 12:00 PM - 5:00 PM.

Responsibilities for this position include but are not limited to all aspects of the daily operation of the Museum including being a direct point of contact between visitors and the Museum. Tasks include opening and closing procedures, daily management of the Museum space, Museum guide to visitors, tourism ambassador to Dauphin and surrounding points of interest and promotion of the Museum through its social media platforms.

Skills that would be beneficial but not required include the ability to provide excellent customer service, good communication skills, being responsible, reliable, good at working independently, willingness to learn, exhibiting consistency, social media and digital media experience.

If you would like to apply to this position you can email your resume to: [thedauphinrailmuseum@gmail.com](mailto:thedauphinrailmuseum@gmail.com) with the subject heading "ATTN Summer Job 2023" by June 10, 2023

If you have any questions please email or call (204) 202-4622."