The position of museum docent at the Sundre & District Museum is an exciting one. It includes but is not limited to:

1. Act as a museum guide & primary docent for World of Wildlife Exhibit

- Greet guests & tour them through exhibit

- Answer questions

- Share stories about the exhibit

- Ensure a positive experience is had by all

- Ensure rules of the museum are followed

2. Ensure museum is clean and maintained

- Vacuum Carpets

- Sweep and Mop floors

- Clean washrooms

- Clean Display Glass

- Restock Marketing Materials

- Daily Inspections (garbage, pests etc)

- Humidifier, Water Softener, Filter Recording

3. Market and promote the museum via social media platforms (Instagram)

4. First Aid Certified

5. Other duties as required

Required skills:

* Excellent Customer Service Skills
* Excellent Public Speaking Skills
* Ability to tell a story and modify the story to a guest level of understand and comfort
* Ability to research and learn the exhibits including the conservation statement (Green Hunts)
* Engage with the youth

The employee would report to the Executive Director of the Sundre Museum.

Wage: $15.00 per hour

Summer Hours: Thursday - Saturday 10am – 5pm, Sunday 1pm – 5pm

Winter Hours: Saturday 10am – 5pm, Sunday 1pm – 5pm

**Application Deadline: September 24, 2021**