

The Rosebud Historical Society – Rosebud and District Centennial Museum

2022 Summer Information Counselor Job Description

Under direct supervision, performs duties and provides services that allow the museum to serve the patrons that come to visit during the summer.

Duties and Responsibilities

1. Schedules and coordinates the routine aspects of day-to-day opening of the museum and performs general housekeeping duties.
2. Maintains and updates accurate records pertaining to the collection.
3. Provides information and answers or refers questions about the collection as requested.
4. Performs miscellaneous job-related duties as assigned. These may include general cleaning of museum facility and light landscape duties, light financial transactions and interacting with public.

Minimum Job Requirements

Willing to learn, willing to initiate interaction with public, attention to detail.

Knowledge, Skills and Abilities Required

- Ability to communicate effectively, both orally and in writing.
- Records maintenance skills.
- Proficiency in the use of computers and Microsoft Office software.
- Willing to learn and demonstrate basic museum processes and procedures.
- Ability to understand and follow reasonably detailed technical instructions.
- Informational research skills.

Working Conditions and Physical Effort

- Moderate physical activity. Requires handling of average-weight objects up to 25 kg or standing and/or walking for more than four (4) hours per day. No or very limited exposure to physical risk. Work may be performed in an office environment, museum environment or field environment.
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The Rosebud & District Centennial Museum provides all training required for Canada Summer Jobs to ensure employee safety.