

**UKRAINIAN MUSEUM OF CANADA, ALBERTA BRANCH
SUMMER JOB OPPORTUNITY
May 1, 2016 – August 31, 2016**

The Ukrainian Museum of Canada, Alberta Branch is currently seeking to fill a summer position for a receptionist/tour guide. As receptionist and tour guide, this individual will introduce the general public to the museum and provide information regarding artifacts on display and the role the museum plays in preserving and exhibiting Ukrainian cultural heritage in Canada.

Eligibility

Candidates must currently be enrolled in full-time study at a community college or university and intending to return to full-time study in the following school term.

Duties

- **Serve as receptionist during hours of operation (09:30 – 16:30) Monday to Friday**
- **Serve as tour guide for the museum and operate gift shop**
- **Assist in preparing museum exhibits**
- **Update and operate UMC AB electronic daily bulletin and website**
- **Provide administrative support for day-to-day operations as they pertain to museum business (phone calls, e-mail messages, etc.)**
- **Assist cataloguer in researching artifact information and updating catalogue using museum convention of cataloguing**

Requirements

- **Effective communication skills (written and oral)**
- **Strong computer skills, and ability to use a digital camera**
- **Working knowledge of Ukrainian**
- **Oral fluency in Ukrainian**
- **Public-relations skills (comfort in dealing with volunteers and general public, and to work cooperatively with UMC AB Board members and volunteers)**
- **Ability to organize and work independently**
- **Post-secondary student with strong interest in Ukrainian cultural heritage**

Term: May 1 – August 31, 2016 Monday to Friday

Hourly Wage: \$15.00 /hour

To apply: Please submit one-page resume with covering letter electronically to Elainelv@shaw.ca Attention: Elaine V. Harasymiw

Deadline for application: Friday April 22, 2016