

Anticipated start date:	as soon as possible
Terms of employment:	Part-time
Wage:	\$11.35/hour
Hours of work:	Tuesdays and Wednesdays 8:45am-5:15pm (plus some casual evening work as required for special events)
Application deadline:	September 1 2017
Number of positions:	1-2

The Exploration Place is seeking an **enthusiastic, outgoing, motivated and energetic person to fill the position of Gallery Interpreter/Visitor Services Assistant**, greeting visitors and maintaining a positive atmosphere to enhance the visitor's experience at The Exploration Place. As a Gallery Interpreter/Visitor Services Assistant, you are always on your feet interacting with the public in a fun, friendly and professional manner. You are the face of our organization when you greet visitors as they enter our building, process their payments and/or membership cards, and introduce our visitors to heritage, science, technology, and natural history through interpretation of our artifacts, including our live critters, some of which are many-legged!

You also maintain cleanliness, safety, and equipment in the front desk, gift shop, galleries and exhibits, including cash and membership handling, as well as daily care of our wide variety of live critters. You assist Visitor Services and Teaching and Learning staff during various special events, facility rentals and outreach programs.

Hours & Benefits:

This is a part-time position that includes Tuesdays and Wednesdays (8:45am-5:15pm) as regular days of work (occasional other days to cover vacations and illness – on call), with the expectation that during special events, you are occasionally available outside of these hours for evenings, other weekdays and/or weekends with notice. A regular work day is 8 hours, with a 30 minute unpaid lunch break.

Job Requirements:

Must be willing to submit to, and pass, a criminal record check.

No phone calls please. Only applicants chosen for an interview will be contacted.

Please email, fax, or drop off a resume and cover letter to:

Amanda Smedley, Deputy Director
The Exploration Place
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