



## **Job Posting: Summer Museum Attendant**

### **Position Overview:**

The Willow Tree Heritage Society is seeking an enthusiastic individual to join our team as Summer Museum Attendant. This role is ideal for anyone interested in local history, heritage preservation, and community engagement. Attendant will play a key role in creating a welcoming and informative experience for visitors while supporting the day-to-day operations of our heritage sites.

---

### **Key Responsibilities:**

#### **1. Visitor Experience and Frontline Duties**

- Open and prepare the museum for visitors, ensuring Open and Gift Shop signs, as well as flags, are properly displayed.
- Greet visitors promptly with a friendly introduction.
- Encourage all visitors to sign the guest book before they leave.
- Accompany visitors through the museum, offering insightful information about artifacts and exhibits as required.
- Distribute brochures or leaflets and share details about other local attractions (e.g., Custard Head Fishing Premises, Willow Tree Cemetery, and the Lighthouse).
- Promote awareness of the Willow Tree Heritage Society's role as a volunteer-run organization and its reliance on donations.
- Inform visitors that tax-deductible donation receipts are available for charitable contributions.

#### **2. Knowledge and Interpretation**

- Familiarize yourself with the history of the Society, the Willow Tree Walk, and key artifacts to effectively answer visitor questions and enhance their experience.
- Share engaging stories and historical facts to make visits both educational and memorable.
- Record visitor comments, feedback, or questions that may provide valuable insights for the Society's ongoing work.

#### **3. Content Creation and Digital Engagement**

- Use downtime effectively to assist in developing digital content for the Society's social media platforms, website, and other promotional tools.
- Capture photos, write captions, or draft content to highlight exhibits, events, and local heritage.
- Assist with digitizing the genealogy records.

#### **4. Site Maintenance and Artifact Management**



- Perform light cleaning tasks to ensure the museum is clean, organized, and presentable at all times (e.g., sweeping floors, dusting displays, tidying up, maintaining washroom).
- If visitors offer artifacts or items for potential display, document the request and forward details to the Board for follow-up.

#### **5. Professional Representation**

- Act as an ambassador for the Willow Tree Heritage Society, providing a warm and positive experience that reflects the values of the organization.
- Uphold a professional demeanor and conduct that enhances the overall visitor experience.

#### **Qualifications and Skills:**

- Strong communication and interpersonal skills, with a friendly and approachable personality.
- An interest in local history, heritage, and community tourism.
- Ability to work independently, show initiative, and maintain professionalism.
- Basic computer skills and familiarity with social media platforms (e.g., Facebook, Instagram) for content creation.
- Attention to detail for managing visitor records and maintaining clean, organized spaces.

#### **Working Conditions:**

- Seasonal summer position from Saturday, June 20 - Saturday, August 29, 2026.
- Hours are Wednesday - Sunday, 10:00AM – 5:00PM.
- \$16.35/ hour
- Training will be provided to familiarize attendants with the museum's artifacts and Society history.

#### **Why Join Us?**

##### **As a Summer Museum Attendant, you will:**

- Gain valuable work experience in tourism, heritage, and community outreach.
- Develop customer service, and content creation skills.
- Contribute to preserving and promoting the unique heritage of Hant's Harbour.
- Be part of a supportive organization dedicated to sharing local history with visitors.

#### **How to Apply:**

Interested applicants are invited to submit a resume and brief cover letter outlining their interest in the role to: [willowtreeheritagenl@gmail.com](mailto:willowtreeheritagenl@gmail.com) by **Friday, May 8, 2026**.

Join us this summer and play a key role in sharing the stories of Hant's Harbour!