



Employment Opportunity

The Community Services Department is looking for

Cultural Centre Attendant(s)

Reporting to the Director of Community Services, this position provides operational assistance to the Minden Hills Cultural Centre Curator.

This is a casual position, based on a maximum of a 24-hour work week to a maximum of 48 hours every 2 weeks for special projects with hours being variable shifts. The rate of pay for this position is \$11.40/hour. This is a non-union position.

Some of the work activities included in this position are; assisting with exhibition installation, tours, programming, filing, archiving collections, front desk reception. This position also provides visitor information services, as well as minor cleaning duties.

Qualifications:

You are familiar with word processing, spreadsheets, presentation and email function and have demonstrated good communication, interpersonal and customer service skills to exchange information or explain basic situations using courtesy and tact. Are flexible, adaptable and responsive to change and possess strong multi-tasking skills.

Preference will be given to those who possess a minimum of two (2) year's experience in a similar environment. General knowledge of Cultural Centre operations, principles and practices, and equipment and materials is also preferred.

Prior to the final selection for this position, the applicant shall be required to provide, at their own expense, a valid background check from the Ontario Provincial Police or appropriate Police Force.

Qualified applicants are invited to submit a letter of application together with a detailed resume of education and experience by 12:00 noon, **June 23, 2017** to:

Employment Opportunity – Attendant(s)

Township of Minden Hills
7 Milne St, PO Box 359
Minden, ON K0M 2K0

Attention: Mark Coleman, Director of Community Services

Email: sprentice@mindenhills.ca

Detailed Position Descriptions can be obtained from www.mindenhills.ca or by contacting the Deputy Clerk/Administrative Assistant at sprentice@mindenhills.ca.

If you are contacted by the Township of Minden Hills regarding a job opportunity or testing, please advise if you require accommodation. Information received relating to accommodation needs of applicants will be addressed confidentially. Persons with a disability preventing them from applying on-line should contact the undersigned to discuss alternative solutions.

*We thank all applicants for applying, but only those candidates selected for an interview will be contacted. Personal information and supporting material is used in accordance with the **Municipal Freedom of Information and Protection of Privacy Act.***