



HR Manager
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CORPORATION OF THE TOWN OF TILLSONBURG
SUMMER STUDENT
JOB POSTING

POSITION: Summer Event & Tourism Coordinator

DEPARTMENT: Museum

LOCATION: Annandale National Historic Site

POSTING #: HR 63.18

STATUS: Student (up to 35 hours/ week)
(May 27, 2019 until approximately August 31, 2019)

RATE: \$14.00/hour

REPORTS TO: Culture & Heritage Manager/Curator

POSTING PERIOD: December 5, 2018 to January 9, 2019

NOTE: Interested applicants are invited to submit their resumes in confidence to the HR Manager by 4:30pm on the last day of the posting. All applications must include the posting number.

We thank all applicants for their interest in this position, however, only those to be interviewed will be contacted.

The Town of Tillsonburg is an equal opportunity employer and all information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of job selection.

The Town of Tillsonburg will attempt to provide reasonable accommodation for a known disability for an applicant or employee if requested.

GENERAL STATEMENT OF DUTIES:

Under the supervision of full-time staff the Summer Event & Tourism Coordinator will provide visitor information services including; tours of Annandale N.H.S.; the management of the museum's tourist information area and will respond to all tourist information inquiries. Will also take a leadership role in planning and implementing summer events like Turtlefest and Canada Day.

EDUCATION:

- Currently enrolled in a University or College level Course - Area of study in History, Tourism or Customer Service an asset
- Exceptional communication skills, including experience dealing with staff, public, volunteers;
- Demonstrate ability to work independently
- Knowledge and experience in handling cash, debt/credit transactions
- Knowledge and experience in providing tourist information services
- Knowledge and experience with Legend and Microsoft office computer applications considered an asset
- CPR and Standard First Aid
- WHMIS
- AED Certification considered an asset

POSITION RESPONSIBILITIES

- Plan and implement summer events
- Provide tours of museum facility
- Provide visitor information services
- Manage the museum's tourist information area including the reordering and restock tourism publications as needed
- Receive admissions and payments within the Legend software system
- All other duties as assigned
- Must be returning to school in the Fall.

***Successful applicant will be required to attend orientation on Monday, May 27, 2019.**