



**Job Posting:** Visitor Information Counsellor

**16 Week Contract:** (35 hours per week, Tuesday-Saturday)

**Rate of pay:** \$16.55/hour

**Application deadline:** March 29, 2024

**Start date:** May 14, 2024

**About OMAH:**

OMAH is the steward of the community's art, history and culture by being actively engaged in the community and responsive to its needs. The museum creates exhibits and programs that will inspire the community to explore, experience and engage with art, local history and culture, as well support Orillia's growing arts community by providing facilities for workshops, education, and professional development.

**Purpose of Position:**

The Orillia Museum of Art & History (OMAH) is a not-for-profit charitable organization supported by numerous stakeholders and community partners. The Visitor Information Counsellor will be an integral member of the museum team delivering quality visitor and member experiences.

**Tasks would include:**

1. assisting with front-end museum operations including selling tickets, admission, and memberships, orienting visitors to the museum, and processing gift shop transactions.
2. delivering tours.
3. supporting the promotion of programs, events, and exhibitions.
4. preparing and delivering up-to-date visitor information.
5. assisting with other museum projects as requested.
6. administrative tasks such as daily sales reports, data entry, stock management.

**Knowledge:**

- Post-secondary student enrolled in a degree or diploma program in either History, Arts, Tourism, Business Administration, Education, Communications)
- Working with volunteers an asset
- Interest in community engagement, arts, heritage

**Skills:**

- Excellent computer software skills, in particular, using Excel, Word, and social media
- Design software experience an asset, but not a requirement
- Strong computer, organizational, communication (written and oral), problem solving skills
- Neat, organized, able to work independently and interdependently, welcoming to the public
- Flexibility to adjust to dynamic work environment
- Ability to remain calm and interface effectively with members of the public, staff and volunteers
- Courtesy towards colleagues

**Abilities:**

- Work as a team member and independently, meet deadlines, creative thinker, innovative
- Proactive problem solver

The Orillia Museum of Art & History (OMAH) is an equal opportunity employer and encourages applications from qualified candidates from visible minority groups, women, Indigenous persons, persons with disabilities, persons across the spectrum of gender identities, and others with the skills and knowledge to productively engage with diverse communities. Should you require accommodation during the interview process, please let us know so we can accommodate your needs.

To apply please forward your cover letter and resume to [executivedirector@orilliamuseum.org](mailto:executivedirector@orilliamuseum.org) in a single PDF document. Please note that we will only reply to candidates selected for consideration and interview.

This position is contingent on receiving funding from the Canada Summer Jobs (CSJ) program. Candidates must be eligible under the CSJ guidelines, including being a Canadian Citizen, have refugee status, or a Landed Immigrant.