

## Malpeque Historical Society / Keir Memorial Museum

### Summer job

#### Work Term and Pay Rate:

The salary for the right candidate will be \$15 dollars an hour.

8-hour workday, including often weekend days.

Environment is friendly and fun.

Other museum employees are dedicated, and the members of the board are engaged and receptive.

#### Job description:

- Preparing story boards (print and electronic)
- Arranging presentations and recording same
- Cataloguing print materials
- Perform Data Entry at times
- Digitize Archival Materials including paper, video and audio visual
- Museum Marketing
- Graphic Design

#### Skills/previous work experience required for the position:

The Malpeque Historical Society would like to hire a summer student or employee with several or all of the following skill sets:

Excellent communication skills to deal with guests/members who visit the museum

Adaptable and Detail Oriented

Photography (Camera/cellphone)

Resume preferable but not strictly required

Serious inquiries only please to [Michael.Pasatieri@gmail.com](mailto:Michael.Pasatieri@gmail.com) or (902) 439-2417