

## Lighthouse Gift Shop/Museum Attendant

**Cape Bear Lighthouse** is accepting applications for 3 people to fill the **Gift Shop and Museum Attendant** position for the 2022 summer season.

The ideal applicant will be friendly and able to connect easily with strangers over shared interests (lighthouses and history). They will be knowledgeable and passionate about local history of PEI, experienced in customer service and money handling, fluent in spoken and written English. Fluency in other languages, especially French, would be an asset.

### Gift Shop Responsibilities:

- Promote tours of the Lighthouse
- Collect admission fees
- Encourage and complete retail sales
- Operate the Point of Sale system (Square)
- Count cash accurately and quickly
- Balance end-of-day reports
- Maintain orderly displays of products
- Provide local tourism information and directions when asked

### Museum and Site Responsibilities:

- Greet our guests and make them feel welcome
- Offer accurate historical information related to the Lighthouse and Marconi Station historical site
- Escort visitors on tour as requested, and deliver informative answers to their questions
- Maintain the cleanliness of the entire site (lighthouse interior, grounds, portable toilet)

### Additional requirements:

- Physical effort in tight spaces – the lighthouse stairs are very steep, the building has 4 floors, and all staff are expected to go up the lighthouse often for tours and cleaning
- Must have a valid First Aid certification recognized by WCS-PEI

Please forward a resume to [info@capebearlighthouse.com](mailto:info@capebearlighthouse.com) and register online with Young Canada Works (ages 15-29) or the Employment Development Agency PEI (EDA) Seasonal Job Registry (all applicants).