

Position Title: Retail Sales Clerk (CSJ)

Start date: 2026-06-02

End date: 2026-08-02

Duration: 8 weeks

### Key Responsibilities

- Become familiar with our online and in-person resources, such as the Museum's reference library, interpretive plan and exhibits
- Respond to visitor feedback and suggestions to improve the overall experience
- Assist with creating and updating content for the museum's website and social media channels
- Track and record visitor attendance at the museum
- Greet visitors, answer questions, and provide information about exhibits and museum services
- Operate the museum's POS system to complete gift shop sales transactions
- Manage gift shop inventory, ensuring products are well-stocked and organized, and create appealing merchandise displays to boost sales in the gift shop
- Promote museum events and new products via newsletters, social media, and posters
- Work as a team to complete the museum opening and closing procedures
- Monitor and respond to online inquiries or feedback related to the museum's services
- Provide personalized product recommendations to customers in the gift shop

### Qualifications

- Be between 15 and 30 years of age (inclusive) at the start of employment
- Be Canadian citizens, permanent residents, or persons to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act*
- Have a valid Social Insurance Number at the start of employment and be legally entitled to work according to the relevant provincial or territorial legislation and regulations.
- Possess a valid driver's license or have reliable access to transportation, as there is no public transportation in Mahone Bay
- Have up to date training in first aid or are willing to attend first aid training if required and be willing to complete a police check if required

Youth who self-identify as disabled, LGBTQIA2S+, Indigenous, visible minorities, or new Canadians are strongly encouraged to apply. The Mahone Bay Museum is an equal opportunity employer and aims to have at least 50% of its staff self-identify as one of these equity groups.

### How to Apply

Interested applicants should send a resume and cover letter to Grace Armstrong, Manager and Curator, via e-mail at [mahonebaymuseumjobs@gmail.com](mailto:mahonebaymuseumjobs@gmail.com). Please apply as soon as possible; interviews will begin in April 2026 and continue until a suitable candidate is found