

UKRAINIAN MUSEUM OF CANADA

The Ukrainian Museum of Canada, Saskatoon with branches in Vancouver, Edmonton, Calgary, Winnipeg and Toronto, is one of Canada's outstanding non-profit cultural and educational institutions that serves the Ukrainian Canadian community and the greater global community locally, nationally and internationally. The Museum is seeking qualified candidates for the following position.

VISITOR GUEST SERVICES

DUTIES AND RESPONSIBILITIES:

1. Public relations with Museum visitors, tourists, school groups, tour groups and museum gift shop customers, by telephone and electronic media.
2. Answer, screen, forward telephone calls and take messages.
3. Clerical secretarial and basic bookkeeping duties of a general nature according to established procedures.
4. Price, package, promote and display gift shop merchandise. Prepare sales contracts. Maintain sales record for inventory control. Prepare reports regarding attendance records, sales volumes, and merchandising.
5. Promote gift shop merchandise using print, audio, visual and electronic media. Arrange for artisans and vendors for Christmas Bazaar.
6. Organize folk art workshops, arrange programs and instructors, order supplies. Take bookings for tour and workshop groups and arrange for tour guide.

QUALIFICATIONS:

1. Superior interpersonal communication skills.
2. Retail sales experience including: cash register and computer operation, handling sales transactions; sales ability and product knowledge.
3. Basic record keeping and very strong organizational skills.
4. Self starter and motivated.
5. Basic knowledge of Ukrainian culture and language an asset.
6. Flexibility - Wednesday to Sunday and occasional evenings.

HOW TO APPLY:

Please submit a resume with references, stating expected salary by September 4, 2009 to:

**Ukrainian Museum of Canada
910 Spadina Crescent East
Saskatoon, Saskatchewan
S7K 3H5**

Attention: Janet Prebushewsky Danyliuk, Director and CEO