

**Office and Events Facilitator  
Kings County Museum  
Kentville, Nova Scotia**

The Kings Historical Society is currently seeking an Office and Events Facilitator for the Kings County Museum. This is a 9-month per year term position, Tuesday to Saturday, (March 28<sup>th</sup> to December 16<sup>th</sup> 2023) renewable.

**Duties & Responsibilities:**

The position entails, but is not limited to the following:

- “front of the house” reception and working with the public
- working with and assisting other staff and volunteers
- basic book-keeping duties - gift sales, memberships, donations
- computer applications (such as maintaining informational databases)
- marketing, promotion
- fund-raising duties and donations management
- event planning and coordination (both fundraising and educational events)
- research and writing (newsletters, web content, genealogy assistance)
- some janitorial work
- manage summer students

**Qualifications & Requirements:**

- excellent presentation, communication, time management and organizational skills
- competency in Microsoft Windows, Microsoft Office
- experience in retail management & merchandising or as a small business owner
- positive work ethic and people skills
- customer service experience
- preference given for local history, genealogy and tourism experience
- First Aid course and WHMIS training
- a Criminal Record/Child Abuse Registry check is required for short listed candidates

To Apply:

e-mail – [info@kingscountymuseum.ca](mailto:info@kingscountymuseum.ca) OR [johnrankindow@gmail.com](mailto:johnrankindow@gmail.com)

by Mail – John R. Dow c/o Kings County Museum 37 Cornwallis Street Kentville NS B4N 2E2

Closing date for Applications is Feb. 10, 2021.

**Position start date is March 28, 2021**

We thank all candidates for their interest, however, only those selected for an interview will be contacted.