

8th Hussars Museum Summer Staff Job Posting

The 8th Hussars Museum, located in the heart of Sussex NB, is a military museum focused on the history of the 8th Canadian Hussars Regiment. The museum is open 5 days a week, Wednesday to Sunday from 10 AM to 6 PM during the summer months.

The museum is seeking keen candidates to join the summer staff team – people who have interest in contributing to the preservation of New Brunswick history and who take delight in sharing it with others.

1. Job Term:

1. Various positions with different numbers of weeks are being filled.
2. Possibility of rehiring in following year if qualifications are still met
3. The museum is open Wednesday through Sunday, so a work week will include working weekends.

2. Pay:

1. 17\$ an hour, minimum 35 hours a week.
2. Employees are responsible for submitting regular timesheets

3. Job description/duties:

1. Educating Visitors/Maintaining Relevant Knowledge:
 1. Answering general knowledge questions about the 8th Canadian Hussars and the military history of the Sussex Area
 2. Conducting tours of the museums for individuals or booked groups
 1. Design and planning of museum tours/educational opportunities for visitors
 2. Potential opportunities to do outreach programming throughout the community
 3. Studying the history of the 8th Canadian Hussars and of the Sussex Area – maintain an up-to-date knowledge to best serve visitors

2. Administration:

1. Daily opening and closing procedures
2. Responding to phone calls, emails, and social media messages to the museum
 1. Forwarding messages to appropriate board members
3. Sales of the museum gift shop

3. Custodial duties:

1. Daily cleaning of the museum gallery space
2. Daily cleaning of shared museum office space
3. Regular cleaning of the museum's public washrooms

4. Museum Projects/Duties:

1. Assist with car parking fundraiser (Flea Market in August)

2. Maintain museum collections inventories
 1. Online databases and physical museum artifacts
3. Intake of artifact donations
4. Personal research project to create digital media for museum's social media page, YouTube channel and museum displays

4. Criteria

1. Required:

1. Age 16 to 35 years old, preference given to High School/University students.
2. Efficient organizational skills with a detail-oriented mindset
3. Ability to collaborate with a group and the initiative to work independently
4. Clear written and oral communication skills
 1. Strong presentation skills and group management skills
5. Proficiency in digital media creation
6. Proficiency in Microsoft suite (Word, PowerPoint, Publisher, etc.)

2. Assets:

1. Bilingualism (particularly French and English)
2. Experience with POS (Point of Sales) systems
3. Supervisory experience
4. Formal education in history, education or museology
5. Interest in military history
6. Experience in Theatre/Speech
7. Experience using digital databases (Archives)

Interested candidates should send their Resume/CV and a brief cover letter to hussarssussex@nb.aibn.com by the **15th of APRIL, 2025**.

Only potential candidates will be contacted for an interview and for two references. References can be professional or academic and should be able to speak to the candidate's character and work ethic.

Interviews will take place in person or via video conference the week of the 21st to the 25th of April.