

 <p style="text-align: center;"><b>Job Title:</b></p> <p style="text-align: center;"><b>Office Assistant – Backus Page House Museum Part Time - Contract</b></p>	<p>Job ID:</p> <p style="text-align: center;"><b>MFW20(AD)</b></p>
<p>Backus-Page House Museum operated by the Tyrconnell Heritage Society, situated in picturesque John E. Pearce Provincial Park, just south of Wallacetown, Ontario. We are in the heart of the Talbot Settlement, on the shores of Lake Erie. Enjoy the Spicer Trail, Wetlands Storey Trail, heritage gardens, historic barn, outbuildings, and our 1850's Georgian style house museum.</p> <p>General Administrative duties including</p> <ul style="list-style-type: none"> <li>- Creating and responding to emails</li> <li>- Filing, mail and inventory of supplies</li> <li>- Assisting with marketing and social media</li> <li>- Maintaining and updating museum collection records</li> <li>- Visitor services and associated statistics</li> <li>- Other duties are required</li> </ul> <p>Requirements:</p> <ul style="list-style-type: none"> <li>- A true appreciation for the history of the area and home</li> <li>- Positive and upbeat, enjoys working with the public</li> <li>- Great attention to detail</li> <li>- Strong computer skills</li> <li>- Previous experience working within a Board Member environment an asset but not mandatory</li> </ul>	<p>Date Posted:</p> <p style="text-align: center;"><b>July 22, 2021</b></p> <p>Location:</p> <p style="text-align: center;"><b>Tyrconnell</b></p> <p>Wage:</p> <p style="text-align: center;"><b>\$16./hr Duration dependent on grants and funding</b></p> <p>Hours:</p> <p style="text-align: center;"><b>P/T</b></p> <p>Education:</p> <p>Other:</p>
<p><b>To apply:</b></p> <p><b>Send resume and cover letter to: <a href="mailto:info@backuspagehouse.ca">info@backuspagehouse.ca</a></b></p>	<p>Apply By:</p> <p style="text-align: center;"><b>August 22, 2021</b></p>