

ADMISSIONS CLERK



The Matthew Legacy is looking for **one (1) Admissions Clerk** for the 2024 season. Under the direction of the Matthew Legacy Board and Management, the Admissions Clerk performs duties for the daily operation of the Matthew Legacy site.

Wage: \$16.00/per hour plus 4% vacation pay

Duration of Position: Seasonal position: June 16 – October 12 (approximately 17 weeks) for 40 per week

The duties of the Admission Clerk / Gift Store Clerk are as follows:-

- Welcome visitors and provide general information about the Matthew ship and site
- Provide area information on accommodation, restaurants, outdoor activities, local events and directions to visitors
- Interact with visitors, respond to questions, monitor visitor activity etc.
- Use the point of sale upon entry of visitors and at the gift store.
- Provide prompt, efficient, and courteous service to visitors
- Stocking Shelves, dusting shelves, cleaning floors and tidying displays at the end of the day.
- Responsible for handling cash and end-of-day closing
- Knowledgeable in the products and artisans of the gift store and eager to pass that knowledge on to customers
- Assist with interpretation programs, community outreach and special events.
- All other duties as required.

Qualifications: -

- Good written and oral communication and writing skills
- Have a genuine interest in and appreciation for tourism in Bonavista
- Knowledgeable about or willing to learn the history of John Cabot, the Matthew ship and Bonavista. Willing and eager to share this knowledge with visitors
- Speaking French would be an asset
- Previous experience in the tourism industry would be an asset

Training will be given to the successful candidates.

Please mail, email, or drop off your resume at the address below. Applications will **not** be accepted via Facebook. The **deadline** for applications is 4:30 p.m. on May 3, 2024. Clearly marked "**Admissions Clerk**".

Mail:

Matthew Legacy
c/o Tracy Fitzgerald
P.O Box 500
Bonavista, NL A0C 1B0

Email: info@thematthewlegacy.com

In-person: Bonavista Town Hall – 95 Church Street,
Bonavista. 8:00 am – 4:30 pm