

JOB DESCRIPTION

JOB TITLE: Casual General Staff

JOB TYPE: Casual, hours to be rostered on shift work

LOCATION: National Dinosaur Museum, Gold Creek Village, Canberra

SUPERVISOR/MANAGER: Shift Supervisor

MAIN DUTIES/RESPONSIBILITIES:

Casual general work at the Museum involves a variety of duties which will suit outgoing people who enjoy a busy work environment.

Duties include but are not limited to:

- Tour guide leading tours of the museum
- Cleaning
- General internal and external maintenance
- Greeting and processing general entry customers and tour groups
- Assisting with birthday parties and other events
- Answering phone enquiries and handling booking enquiries
- Gift shop and merchandising work
- The work will require flexibility and availability to work evenings, weekends, public holidays, and school holidays
- Other duties as directed

SKILLS & EXPERIENCE

Qualifications:

- Completion of Year 12 preferred
- A background and knowledge of palaeontology or geology and an interest in dinosaurs would be advantageous
- Working with Vulnerable People Card
- First Aid Certificate preferred not essential

Experience:

- Proven merchandising skills, customer service, and/or retail experience will be highly regarded
- Experience working with children preferred

Skills:

- The role requires a high degree of responsibility, motivation and initiative.
- Competent oral communication in English is essential.
- IT skills

PERFORMANCE GOALS:

- Deal with clients, suppliers and other employees professionally at all times
- Maintain high degree of personal presentation and customer service at all times
- Maintain a safe and clean working environment at all times