

Job Title: Museum & Visitor Information Supervisor
Organization: Drayton Valley Museum and Archives
Location: Drayton Valley

Seasonal Position: June 1, 2026 – September 9, 2026

Schedule: Thursday–Monday, 9:30 a.m. – 4:00 p.m. (1/2hr unpaid lunch; weekend and holiday work required)

Rate of Pay: \$22/hour / 30 hrs/work week

Join us in helping visitors discover the stories, heritage, and hospitality that make Drayton Valley unique.

Position Overview

The Drayton Valley Museum and Archives is seeking an energetic, organized, and community-minded **Museum & Visitor Information Site Supervisor** for the 2026 summer season.

This is an active, dynamic, hands-on leadership role that combines **supervision, visitor services, tourism promotion and museum operations**. The successful candidate will oversee daily operations of the Museum and Visitor Information site, supervise summer staff, and ensure every visitor enjoys a welcoming and informative experience.

This position is supported by the **Drayton Valley Hospitality & Tourism Authority**, which plays an important role in promoting tourism and community events throughout our community.

Key Responsibilities

Leadership & Operations

- Supervise, mentor, and support summer staff
- Oversee smooth daily operations, including opening and closing procedures
- Ensure visitor information displays and materials are well stocked and organized
- Monitor site cleanliness, safety, and visitor experience standards
- Handle basic administrative duties

Visitor Services & Tourism Promotion

- Welcome and assist visitors in person, by phone or online

- Provide and promote accurate information about our local history and ensure museum tours are a positive experience for visitors
- Promote amenities, attractions, and events in Drayton Valley and surrounding area
- Distribute maps, brochures, and promotional materials

Museum Programming & Interpretation

- Lead guided tours of the Drayton Valley Museum and Archives when needed
- Participate in the planning and implementation of our 2026 Alberta Day event
- Conduct research for future museum exhibits
- Assist with transcription of historical audio recordings

Communications & Marketing

- Contribute to and oversee summer social media content which includes promoting the museum and its exhibits, the visitor information site and local community events

Additional Duties

- Other related duties as requested by the Society President

Required Qualifications

- Strong knowledge of Drayton Valley and the surrounding area
- Familiarity of our local history
- Proven leadership or supervisory experience
- Friendly, outgoing personality with exceptional customer service skills
- Excellent verbal and written communication skills
- Proficiency with computers, email, office software, and social media platforms
- Ability to stand and walk for extended periods and lift moderate loads
- Some experience in a museum, tourism or visitor services setting an asset
- Must be available to work 5 days a week including weekends until Sept 9, 2026

Application Deadline: March 25, 2026

Email your resume to: dvmuseum@gmail.com Attn: Hiring Committee

We appreciate all applications, but please be advised that only those selected for an interview will be contacted.

