

HOOKED RUG MUSEUM OF NORTH AMERICA

9849 St. Margaret's Bay Road
Queensland, NS B0J 1T0
hookedrugmuseum@gmail.com
www.hookedrugmuseumnovascotia.org

ADMINISTRATION OFFICER

May 1, 2025 – October 12, 2025

Roles and responsibilities

- Full time position - 5 days a week - 10:00am – 5:00pm - wage - \$18.00 an hour
- Required to work in the Fibre Market Place/ Museum as required.
- Assist the Treasurer if required.
- Train to assist and become the back up person for the Assistant Financial Officer including inventory control.
- Input information as required on Media apps., such as Facebook and Website. In house training provided.
- Assist in the Archives
- Assist in making rug hooking kits.
- Assist in answering and directing phone calls. Taking messages.
- Ensures tables/chairs are set up and taken down, floors swept for all Events.
- Ensures Coffee/tea table is set up and replenished as needed and ensures supplies are on hand (milk, cream, sugar, etc.)
- Responsible for ordering sufficient supplies. (ie washrooms, kitchen, cleaning, office, market place etc)
- Keeps track of registrations for Fibre Day/Hook-Ins received via e-mail/phone/in house, updating list of attendees and confirming their registration via e-mail/phone, reminding them to please advise via e-mail (hrmnaevents@gmail.com) if they are unable to attend
- Reports any issues /problems to Vice-Chair or Treasurer
- Performs responsibilities as assigned by the Board

Requirements:

- Computer skills, basic Excel.
- Strong organizational and planning skills. Ability to work as part of a team
- Some knowledge of media apps, such as the Web, Facebook. In house training will be given if necessary.
- Knowledge of web sites an asset.

APPLY: - Deadline for application - March 31, 2025 - For more information contact:
Sherry Chandler at 902-275-4743 Or Suzanne Conrod at 902-275-5222

Email Resume to hookedrugmuseum@gmail.com

OR

Mail Resume to: Hooked Rug Museum of North America
9849 St. Margaret's Bay Rd. Queensland, NS B0J 1T0