

# HOOKED RUG MUSEUM OF NORTH AMERICA

9849 St. Margaret's Bay Road  
Queensland, NS B0J 1T0  
[hookedrugmuseum@gmail.com](mailto:hookedrugmuseum@gmail.com)  
[www.hookedrugmuseumnovascotia.org](http://www.hookedrugmuseumnovascotia.org)

## ASSISTANT MANAGER - SUPERVISOR

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
- Responsible for daily operation of Fibre Market Place (store) and the Museum
- Overseeing and being a part of the sales team in selling to our customers.
- Answer and direct phone calls.
- Ensures the Fibre Market Place/Museum and staff are ready to open daily at 10:00am and close at 5:00pm. (opened daily 7 days a week)
- Responsible for supervising and assisting in training volunteers and summer student.
- Ensures sales slips and cash balance daily
- Workshops: The Treasurer must be notified daily of any workshops paid for at the Museum and completed registrations forms placed on her desk.
- Maintains the Volunteer list and ensures there are volunteers, summer students staffed for each day.
- Ensures volunteers and students follow the duties outlined in the “Job Description Summer Student and Volunteers”
- Ensures the Fibre Market Place, Museum and washrooms are kept clean and tidy at all times.
- Ensures garbage is set out by roadside for weekly collection according to Municipal schedule.
- Reports any staff issues /problems to the Vice-Chair or Treasurer
- Performs responsibilities as assigned by the Board

### Requirements:

Supervisor and retail sales skills

Ability to work as part of a team, have leadership skills and problem-solving skills

**APPLY:**      Deadline for applications - 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](mailto:hookedrugmuseum@gmail.com)

OR

Mail Resume to:

Hooked Rug Museum of North America,  
9849 St. Margaret's Bay Road,    Queensland, NS    B0J 1T0