



Cape Bear Lighthouse & Marconi Station Inc  
42 Black Brook Road, PO Box 71  
Murray Harbour, PE  
COA 1V0  
[info@capebearlighthouse.com](mailto:info@capebearlighthouse.com)

Cape Bear Lighthouse is accepting applications for **Senior Staff Member** to fill the **Senior Signal Shop and Museum Attendant** position for the upcoming summer season.

The ideal applicant will be:

- Experienced in training and mentoring junior staff
- Proficient with a Square Point of Sale (PoS) system and basic WiFi connection troubleshooting
- Friendly and can easily connect with strangers over shared interests (lighthouses and history)
- Knowledgeable and passionate about local history of PEI
- Experienced in customer service and basic retail sales skill

Signal Shop responsibilities:

- Promote and offer tours of the Lighthouse, acting as Tour Guide when requested
- Collect admission fees
- Encourage and complete retail sales using our Point of Sale system (Square)
- Count cash accurately and quickly, and balance end-of-day report
- Maintain orderly displays for retail items
- Provide local tourism information, directions, and recommendations when asked

Museum and Site responsibilities:

- Greet our guests and make them feel welcome
- Offer accurate historical information related to the Lighthouse & Marconi Station historical site
- Escort visitors on tour as requested, and deliver informative answers to their questions

The position also requires:

- Physical effort in tight spaces - the lighthouse stairs are very steep, and all staff are expected to go up the lighthouse often for tours or cleaning
- Maintaining the cleanliness of the entire site (interior of both buildings, deck and ramp areas, grounds, washrooms)
- A valid First Aid certification recognized by WCS-PEI
- Reliable transportation

Salary

- Equivalent to \$17.35 per hour (plus 4% vacation pay).

Please forward your application with a resume to [info@capebearlighthouse.com](mailto:info@capebearlighthouse.com) by **May 10th** with the title: **“Senior Job Application: Cape Bear Lighthouse”**.