



Work placement opportunity

Employer: Walhalla Museum P/L

Wanted: Young person who is interested in a workplacement at the Walhalla Museum / Post Office.

DUTIES:

- Develop a simple website for the shop.
- Help me to use *facebook* properly
- Help at the counter with customer sales
- Help to change displays in the museum
- Help to decorate the shop window for different season displays
- Help clean
- Help with new advertising ideas
- Help to price new stock when it arrives.
- Answer the phone and take phone bookings for various tours, when the manager is not available.

What a young person will gain from working here will be-

- Inclusion as part of the team – this business is owned and operated by a not for profit organisation, Walhalla Heritage & Development League Inc. Members of the League work here from time to time in a voluntary capacity, everything in the business and museum is owned by it's members, we take pride in all our achievements and gain knowledge from each other.
- Training and experience with customer relations and cash handling.
- Confidence with people and increased self esteem when tasks are achieved.
- Training and experience in Post Office procedure.
- Training in work ethic
- Training and experience in stock control and pricing
- Knowledge of how a business runs
- Knowledge of how to network with other people and businesses
- Training of how to work shop related machinery, till, eftpos machine, fax phone
- Knowledge of researching genealogy records for customers
- Training in taking a customers details over the phone for tour bookings.

Later the young person may be interested in becoming a ghost tour guide. All guides must be 18 years or over and complete a working with children check.

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