



Preserving our past.  
Enriching our future.

### **Position: Events Coordinator and Administrative Assistant**

Under the daily supervision of the Curator/Administrator the Events Coordinator and Administrative Assistant will:

#### **TASKS AND RESPONSIBILITIES:**

1. Assist the Curator in setting up museum buildings and exhibits for the spring opening. This includes adding necessary health and safety signage and hand washing stations.
2. Responsible for updating the gift shop inventory before opening, including adding new stock and ordering more if necessary (keeping within a pre-determined budget). Ensure this inventory is correct in the new point-of-sale Square terminal.
3. Prepare weekly finances for transfer to the Treasurer. This includes tallying admission, donations, memberships, gift shop sales, etc. Monitor the inventory to ensure it is updating correctly.
4. Act as a liaison with event planning committees to determine what they need from museum staff to prepare for their special events and ensure those needs are met. This will likely involve managing pre-registration initiatives, securing necessary permissions from health authorities and preparing extra health related signage.
5. Take a lead role in a small team to create an online auction fundraiser. It will involve securing donations of items or services from the community, working with a Board member who handles the website and auction widget, and populating the donations and photos into the website. Prepare press releases and social media notifications as well as necessary follow-up after the auction.
6. Improve the museum's online profile by updating the museum's information on various tourism websites such as TripAdvisor, Ontario Travel sites, etc.
7. Using the museum's database, undergo an inventory of artifacts, starting with small collections within the overall collection. This will include photographing, documentation, condition reports and often research to add to the sometimes-basic records. This information will allow the museum to have a more focused approach to collecting and ensure a higher quality visitor experience through research and exhibits. The Curator/Administrator will assign approximately 10 artifacts per week and adjust numbers as necessary.
8. Share in the daily operational duties of opening, closing, communicating with the public and an increased cleaning regime to be followed by all staff.