



Preserving our past.
Enriching our future.

Position: Museum Assistant

Under the daily supervision of the Curator/Administrator the Museum Assistant will:

TASKS AND RESPONSIBILITIES:

1. Assist the Curator/Administrator with the installation of new temporary exhibits for the 2020 season and preparation for opening. This will include virtual programming and activities that correspond with the new exhibits. It will also include implementation of necessary health and safety signage and hand washing stations.
2. Attend the Guest Services desk and be frontline staff to greet visitors, answer questions, sell gift shop items, and take admission and donations while providing exceptional customer service. This may include contact with seniors, families, children, organizations, persons with disabilities, or people of either official language. Due to our proximity to Quebec and large Franco-Ontarian population this often includes communication in French.
3. Review the museum's website and update where necessary.
4. Research and prepare scheduled artifact blog posts around the seasons and holidays in 2021. E.g. find artifacts or photographs from the collection that relate to Halloween, Christmas, Valentines, first day of autumn, etc.
5. 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.
6. Share in the daily operational duties of opening, closing, communicating with the public, and an increased cleaning regime to be followed by all staff.