



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. 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, recruiting volunteers, securing necessary permissions from health authorities and preparing extra health related signage.
2. Take a lead role in a small team to create an online auction fundraiser that will offset museum programming costs. 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.
3. Take a lead role in a small team to plan and implement an outdoor, volunteer appreciation BBQ scheduled for early August. This will involve sending invitations, planning a menu, and a schedule of activities (e.g. speeches, trivia, games, etc.)
4. Prepare weekly finances for transfer to the Treasurer. This includes tallying admission, donations, memberships, gift shop sales, etc. Monitor the gift shop inventory to ensure it is updating correctly.
5. Assist another staff member with the recording of bilingual audio content to be accessible by QR code through parts of the museum.
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. Share in the daily operational duties of opening, closing, communicating with the public and an increased cleaning regime to be followed by all staff. As an official language minority community, there is often opportunities to speak French.