



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 2022 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. Assist the Curator in updating at least one permanent exhibit space with new bilingual text panels, fresh captions, and any other added content.
3. Responsible for updating the gift shop inventory before opening, including adding new stock and ordering more if necessary (keeping within a predetermined budget). Ensure this inventory is correct in the point-of-sale system. Finally, setup the gift shop and add visually appealing price tags or other signage, where required.
4. Implement a small online gift shop through the museum's website. This will involve liaising with the Curator to select items and a Board member who manages the website and online purchasing. This will consist of approximately 20 items such as books or items that can easily be shipped.
5. 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.
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.