



MUNICIPALITY OF NORTHERN BRUCE PENINSULA

JOB DESCRIPTION

POSITION: Museum Student Attendant
LOCATION: St. Edmunds Bruce Peninsula Museum
7072 Highway #6, Tobermory, Ontario
DEPARTMENTS: Parks and Facilities
REPORTS TO: Museum Union Attendant, Parks and Facilities Manager
SUMMARY: Fulfills the duties as described below
PURPOSE: To assist the Museum Committee with the setup and operation of the St. Edmunds Bruce Peninsula Museum for the visiting public to enjoy and discover the past and present history of the area.

DUTIES:

- Assist the Museum Union Attendant, Municipality/Museum Committee and volunteers with the general day to day operations of the museum.
- Opening/closing during scheduled hours of operation.
- Provides excellent customer service to the visitors and public in an informative and welcoming manner.
- Communicating and promoting information on Museum, contents and the history of the area.
- Assist with development and delivery of programming, tours and events of the museum.
- Assist with receive artifacts or items of interest donated by patrons, catalogue and process materials using museum database.
- Ensure that the exhibits are displayed in the manner so accustomed, and that the displays be maintained and cleaned regularly.
- Assist with maintaining of the museum building/lands, parking area and gardens to present a positive reflection of the Municipality and its operations.
- Performs any other tasks as assigned from time to time.

OTHER:

- Attends and participates in staff meetings, as required.
- Complies with all policies and procedures of the Municipality.
- Adheres to the regulations of the Occupational Health & Safety Act of Ontario.
- Experience in dealing with public, good communication skills.
- Strong knowledge of area and its history.
- Ability to interact with the public and impart knowledge of artifacts.
- Ability to care for and preserve collection artifacts and displays.
- Mature, responsible, hardworking, enthusiastic.
- Computer and data entry skills.
- Experience working with a museum collection and cataloguing items an asset.

RATE OF PAY:

- \$17.00 - \$18.00.

HOURS OF WORK:

- 37.5 hours per week inclusive of days and weekends as required.

LENGTH OF EMPLOYMENT:

- Approximately a ten (10) week period – last of week June to Labour Day Weekend.