



## Museum Attendant

Summer Position (May – September)

Competition #2023-07

**We are looking for a Museum Attendant to join our team this summer!** Working under the direction of the Curator/Museum Supervisor, the Museum Attendant will provide support for all operational aspects of the Penetanguishene Centennial Museum, including artifacts, collections, exhibits, programming, and special events.

### Duties include but are not limited to:

- Provide excellent customer service by telephone and in person as well as historical interpretation for visitors touring the facilities.
- Assist with accessioning and de-accessioning artifacts/archival materials. Responsible for data entry cataloguing, date research, identification, digitization and organization of artifacts and archival materials.
- Help with public inquiries on collection holdings and process incoming donations.
- Process registrations for Museum memberships, programs, and events.
- Assist with the organization and delivery of programs, special events, exhibits and other activities such as fundraising and community outreach.
- Provide tourism information to visitors during the summer months.
- Provide administrative support to the Curator/Museum Supervisor and the Curator Assistant/Museum Program Coordinator, as required.
- Perform other tasks as may be required from time to time, including cleaning and maintenance of exhibit area.

### Required Qualifications:

- Currently enrolled or recently completed Museum and Gallery Studies or a related discipline.
- Enthusiastic individual with strong interpersonal skills.
- Excellent written and verbal communication skills.
- Good time management skills, punctual and responsible.
- Ability to provide a clean Vulnerable Sector Screening upon hire.
- Computer proficient with working knowledge of Microsoft Office Suite.
- Current certification in Standard First Aid and CPR Level C is an asset.
- Bilingual in French and English is an asset.
- Experience working in a museum is an asset.

**Compensation:** Minimum wage as per the Employment Standards Act plus 4% vacation pay.

**Hours of Work:** Tuesday to Saturday, 9:00 a.m. to 4:30 p.m.

Interested individuals are asked to forward their resume and cover letter to the Human Resources Department by email [hr@penetanguishene.ca](mailto:hr@penetanguishene.ca).

The Town of Penetanguishene is committed to an inclusive, barrier free environment. Accommodation will be provided in all steps of the hiring process. Please advise the Town's Human Resources Department if you require any accommodations to ensure that you can participate fully and equally during the recruitment and selection process.

We thank all applicants for their interest, however, only those selected for an interview will be contacted. In accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, personal information collected will only be used for candidate selection.