

**2023 Summer Employment Job Description**

**Job title:** Museum Assistant

**Job Type:** Temporary/Student

**Duration:** May 16th – September 2nd

**Hours:** 30 hours per week

**Wage:** $17/hour

**Duties:**

* Scheduled work days are Tuesday to Saturday during hours of operation.
* Supervise the museum day to day tasks, including opening and closing the facility, operating reception, cash management, and providing information on museum exhibits to visitors and tourist information.
* Assist with the publication of digital content for social media.
* Work with the Society Manager and the Collection Management Committee to undertake a project assessing and recording previously uncatalogued artifacts within the museum collection.
* Assist in artifact cataloguing, research, creating artifact labels, and organizational tasks
* Assist with other duties and functions as required

**The ideal candidate will:**

* Excel at public speaking and engaging with members of the public
* Possess strong verbal and interpersonal skills
* Be efficient and well organized
* Be able to work well independently with minimal supervision
* Knowledge of digital media
* Know of or be able to learn Microsoft Office programs, word press and past perfect software.

Applicants must meet the eligibility requirements of the Canada Summer Jobs.