

**TOWNSHIP OF NIPISSING**

**POSITION DESCRIPTION  
Season Contract Position**

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|-----------------------------------|----------------------------------|
| Position: Museum Staff - Seasonal | Date Approved: May 2, 2023       |
| Reports to: Museum Manager        | Approved By: By-Law Number 2023- |
| Position #: 2023-C001             | Revision Date:                   |

**POSITION SUMMARY:**

This position is a support position to the Museum Manager and seasonal operation of the Nipissing Township Museum. This position is seasonal (From May to October – open for operations June to August, Wednesday through to Sunday).

The position acts as a support to the Museum Manager, utilizing established events and programming to enhance the relationship between community and tourism engagement through the celebration of the Township's history, highlighting the recreational and rural value to the region. The position assists in the operation of the museum through maintenance of the exhibits of the historical information, preservation of the antiquities, collection and safeguarding of information and providing an engaging platform to share the experience with residents and guests. This position works within the Museum buildings, candy store and outdoors on museum grounds. Maintaining inventory, presentation and cleanliness are the priorities of all staff of the Museum.

**MAJOR DUTIES AND RESPONSIBILITIES:**

- Provide support at the direction of the Museum Manager for museum events, fundraising and programming.
- Conducting and/or facilitating tours of the facility for groups and/or individuals.
- Under direction of the Museum Manager, maintain, clean and use preservation techniques for items in the museum, including completing the cataloguing priorities as set out by the Museum Board of Management.
- Inventory maintenance, cleaning of candy store and museum buildings, and sale of candy and gifts within the Museum Gift Shop.
- Provide customer service and utilize cash handling skills when working within the Candy and Gift shop.

**EDUCATION/EXPERIENCE/SKILLS:**

Education: Education in Historical studies and preservation techniques is an asset. Completion of Grade 10 Ontario Secondary School studies preferred.

Experience: Related work or volunteer experience with a knowledge of the area and history an asset.