

Township of Nipissing - Job Description

Position Title: Museum Staff-Seasonal

Department: Museum

Reports To: Museum Manager

Appendix A – I

By-Law Number 2024-25

Position Summary

Reporting to the Museum Manager, the Museum Staff-Seasonal position provides support in the seasonal operations of the museum and assists in creative programming development and event organization.

Duties & Responsibilities

- Provides guided tours to visitors.
- Responds to inquiries from visitors.
- Processes retail transactions for museum merchandise.
- Balances cash in the till at the end of each shift.
- Cleans rooms in museum buildings to maintain cleanliness and organization.
- Weeds flower beds and footpaths to ensure a neat and presentable outdoor environment.
- Monitors environmental conditions in artificial display and storage areas.
- Conducts inventories of gift shop merchandise.
- Manages inventories of artificial displays and storage areas.
- Assists Museum Manager with research and exhibit development.
- Assists in the creation and implementation of family activities.
- Brainstorms ideas for social media posts to engage and inform the museum's audience.
- Captures and curates engaging photos to be used for social media content and promotional materials.
- Performs other duties as assigned.

Qualifications and Requirements

- Completion of high school diploma.
- Up to and including one month experience.
- Strong communication and interpersonal skills essential.