



JOB DESCRIPTION

Position: Museum Assistant
Department: Community Services
Reports to: Museum Curator

Position Summary:

Under the supervision of the Museum Curator, the Museum Assistant will develop and deliver a series of theme-based educational programs for children to be held during the months of July and August. The Museum Assistant will also participate in marketing activities, assist with various front-of-house operations, and other museum events.

Goal Statement:

As a member of the Municipal team, each employee is responsible for serving the citizens of Strathroy-Caradoc by meeting the ratepayers' needs and expectations, as articulated by Council, by striving to be the best in everything we do through attitude, training, and creativity, and for representing the Municipality as a strong, integrated organization dedicated to quality, sustainable and viable services.

Duties and Responsibilities:

- Assist with the development and execution of 5 weeks of half-day children's summer museum camps.
- Assist with the development of promotional materials, marketing and public relations initiatives related to the summer programs.
- Greet and direct visitors to the museum.
- Answer visitor questions about the museum, exhibits, and program offerings.
- Point Of Sale entry of gift shop sales.
- Assist other staff with community events like the Downtown Strathroy Market.
- Any other related duties as required from time to time.

Qualifications:

- Post-secondary education in Museum Studies or related field an asset
- Previous work experience in a museum or education setting an asset
- Must be currently enrolled in a secondary, or post-secondary institution or within six months of graduation
- Must be between 16 and 30 years of age at the start of employment
- Must not have another full-time job (over 30 hours a week) during the Young Canada Works (YCW) work assignment
- Excellent customer service, communication and interpersonal skills



- Experience working with children
- Computer literacy utilizing the Microsoft Office Suite (Word, Excel, PowerPoint, Outlook), creative programs (Adobe) and virtual meeting platforms
- Proficiency with written and verbal communication in English
- Strong problem-solving skills
- Ability to work some evenings and weekends
- Must have a valid class "G" Ontario Driver's Licence with a satisfactory driver's abstract
- Provide a satisfactory Vulnerable Sector Check prior to starting employment
- Must be legally authorized to work in Canada

PREPARED BY: Michelle Wright

Museum Curator

APPROVED BY: Doug Payne

Director of Human Resources

UPDATED: May 2023

SUPERSEDES DATE: N/A