

Job Posting: #2020-27

Job Title: Museum Assistant (Temporary Contract)

Department: Community Services

Reports To: Manager of Cultural Services (Museum Coordinator)

Directly Supervises: Volunteers

Indirectly Supervises: None

Hours per Week: 35

Status: Temporary Full-time Contract

Duration: January 4, 2021 to June 30, 2021

Hourly Rate: \$20.29 to \$24.66

Application Due Date: Friday, November 27, 2020

Position Summary

This position assists in providing support related to museum collection development, management and conservation. This provides customer service to the public and assists in supporting programming and exhibit development, fundraising, public relations and facility management.

Role Specific Duties and Responsibilities

1. Assists with collection development, maintenance, conservation, storage, artifact accessioning and de-accession.
2. Provide support and assistance with identifying and searching for required artifacts, as directed by the Museum Coordinator or Manager of Cultural Services.
3. Learn about best practices and trends/advances in the fields of museum, tourism and cultural services and apply them within the Museum.
4. Conduct research and compiling data for genealogy, municipal projects, collection development, conservation and maintenance, and requests from the public, as directed by the Museum Coordinator or Manager of Cultural Services.
5. Assist with developing and implementing museum programs (education and in-house), exhibit development and creation as directed by the Museum Coordinator or Manager of Cultural Services.
6. Administer fee schedules, collect and record admittance and gift shop revenues.
7. Keep a daily log of activities within the Museum and present to Museum Coordinator or Manager of Cultural Services.
8. Represent the Museum with customers, and community groups/associations, cultural associations/groups, and historical associations/groups.
9. Establish and foster positive and nurturing relationships with Museum volunteers.

All Municipality Staff Accountabilities

1. Provides and maintains a high degree of confidentiality and security of information at all times.
2. Perform other duties as assigned in accordance with department and corporate objectives.
3. Work in compliance with the *Occupational Health and Safety Act*, and other applicable legislation, department policies/procedures/practices, operational guidelines, and perform safe work practices.

Required Certifications and/or Health and Safety Requirements

1. First Aid and CPR certification.

Education, Skills and Experience

1. OSSD or equivalent with courses in museology, history, English or visual arts preferred.
2. Volunteer time in a Museum or cultural related discipline would be an asset.
3. Possess strong customer service experience and an interest in community history.
4. Previous experience handling cash, completing transactional reconciliations and deposits considered an asset.
5. Thorough working knowledge of Microsoft Windows and Office applications.
6. Excellent communication (written, oral and interpersonal), organizational, public relations and customer service and time management skills.
7. Ability to demonstrate tact and discretion in handling matters of a confidential or politically sensitive nature.
8. Ability to multi-task, work with interruptions and display common sense and patience when dealing with the public.

Physical Demands and Working Conditions

- Physical demand requires some computer usage, considerable standing lifting, bending, cleaning and exhibit construction and lifting of up to 50 lbs. Work is conducted in a museum, public gallery environment with exposure to questions and possible criticism from the public.
- Normal hours of work are 35 hours per week over a 7 day period. Required to work weekends and statutory and municipal observed holiday shifts as required. Available to attend other events as required.

Contacts and Interactions

Communicates regularly with staff, volunteers, exhibit/historical partners and the general public.

Interested qualified applicants are invited to forward their cover letter and resume directly to the Municipality quoting Job #2020-27 by Friday, November 27, 2020 to:

jobs@meaford.ca

Attention: Human Resources

The Municipality of Meaford is committed to providing a barrier-free workplace. If accommodation is required during the selection or interview process, it will be available upon request.

We thank all applicants for their interest, however only those selected for an interview will be contacted.

Personal Information is collected under the authority of the Municipal Act for the purpose of candidate selection, and all information will be stored and used in accordance with the Municipal Freedom of Information and Protection of Privacy Act. For further information about this data collection, please contact jobs@meaford.ca