



The Corporation of the Municipality of West Nipissing

**SUMMER EMPLOYMENT**

<b>POSITION:</b>	<b>Museum Attendant</b>
<b>DEPARTMENT:</b>	Community Services (Sturgeon River House Museum)
<b>REPORTING TO:</b>	Museum Coordinator
<b>HOURS OF WORK:</b>	35 hours per week (may vary). Daily shifts will vary within 7 a.m. to 8 p.m.
<b>SALARY:</b>	\$17.60 per hour

The Museum Attendant will provide a hospitable environment and rewarding learning experience to visitors through guided tours of the facility and nature trails. The incumbent will have the opportunity to work in a variety of areas of the museum including visitor services, exhibits, programming and special events.

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**GENERAL DUTIES**

- Deliver programming activities and conduct tours for visiting groups and individuals.
- Greet and assist museum visitors, collect site admissions and coordinate group arrivals, departures and activities.
- Respond to incoming calls and correspondence related to the Sturgeon River House Museum.
- Assist and participate with special events over the summer.
- Help maintain a control on all purchases, cash transactions and inventories of boutique and other museum services.
- Work with the Museum Coordinator to develop exhibits.
- May assist in presenting and evaluating interpretive programming; including demonstrations, interactive talks, storytelling, etc.
- Maintain landscaping - such as weeding and watering the flowers.
- Perform light housekeeping and maintenance duties as required.
- Other related duties as assigned.

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**REQUIREMENTS**

- Fluent in both official languages (French and English).
- Excellent written and verbal communication skills.
- Strong and dependable work ethic.
- Good working knowledge of computers.
- Ability to work both independently and as a member of a team.
- Great interpersonal and communication skills.
- Availability to work days, weekends, and statutory holidays, as assigned.
- Previous Customer Service experience or training is an asset.
- Additional skills include: self-direction, organized, ability to prioritize tasks, productive, taking initiative and conflict management skills.

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## EMPLOYMENT ELIGIBILITY

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**Age requirement** – Must be between 15 and 30 years of age at the beginning of the employment period.

**Eligibility to work in Canada** – Must be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment.

Must have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

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## APPLICATION INSTRUCTIONS

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Applicants must complete the [Summer Employment Application Form](#) and **attach a detailed resume.**