West Nipissing Ouest

The Corporation of the Municipality of West Nipissing

# JOB DESCRIPTION

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| **POSITION** | **Museum Coordinator** |
| **TYPE** | Full-time, Seasonal (May to October) |
| **REPORTING TO** | Manager of Community and Social Development |
| **HOURS OF WORK** | 35 hours per week, as assigned |
| **SALARY** | $25 per hour |

Under the guidance and mentorship of the Manager of Community and Social Development, the Museum Coordinator is responsible for developing and delivering engaging programs for community partners, residents, and visitors, while hosting special events and managing the daily operations of the Sturgeon River House Museum and Hall.

## ROLES AND RESPONSIBILITIES

**Museum Operations**

- Ensure the museum is prepared for visitors by opening and closing the facility daily.
- Handle bank deposits and maintain accurate financial records.
- Oversee admission, membership, boat launch passes, donations and gift shop sales; stocking and managing the gift shop; tracking number of visitors; and answering inquiries regarding artifacts, archives and exhibits.
- Welcome and greet museum visitors, offer museum tours and provide a welcoming environment.
- Supervise and support summer students.
- Provide guided nature walks in museum.
- Host drop-in visits for potential rental clients and main exhibit tours.

**Exhibit, Events and Program Development**

- Manage exhibit collections, including documentation, conservation, research, loans, and display.
- Plan, coordinate, and facilitate exhibits, including main exhibition space and temporary displays.
- Develop, coordinate, and execute programming and special events.
- Coordinate group tours and interactive kids' room activities.
- Assist with the marketing and promotion of museum programming and events.

**Artifacts and Archives Management**

- Implement and uphold museum policies.
- Book and supervise visits, preventing double bookings and ensuring receipt of all documentation.
- Catalog and register gifts, loans, and donations.
- Maintain museum spaces, ensuring cleanliness, safety, and climate control.
- Conduct research and draft policies.
- Conduct audits of collections and preservation of regional artifacts.

**Community Outreach**

- Represent the museum at community events.
- With the support and supervision of the communications department, engage with the community using social media and help develop campaigns to attract new visitors and promote museum activities.
- Coordinate mobile museum workshops to schools and organizations.
- Offer accessible and inclusive programming options.
- Actively participate in local networks to promote the museum.
- Collaborate with partners and community members to improve museum offerings and events.

**Facility Rentals**

- Provide information on hall rentals, manage inquiries, and answer calls and emails.
- Perform other related duties as assigned.

## REQUIREMENT

- Post-secondary diploma in a related field.
- Retail and/or customer service experience.
- Experience with event planning.
- Valid Class G Driver's License and access to a personal vehicle.
- Must have and maintain a clean criminal record and/or must be able to obtain and maintain required security clearances to work in all municipal facilities.
- Proficient in French and English (reading, writing, and oral).
- Excellent computer skills.
- Excellent writing, editing and proofreading skills.
- Excellent public speaking/presentation skills.
- Interest and knowledge of Canadian history and of West Nipissing.
- Proven team player with strong collaboration skills.
- Strong judgment, tact, creativity and problem-solving skills.

## ASSETS

- Experience with event planning, programming, and community engagement.
- Familiarity with regional history and cultural artifacts.
- Effective communication and interpersonal skills to engage diverse audiences.
- Organizational skills with attention to detail for managing records, bookings, and financial transactions.
- Ability to work independently and collaboratively within a team.
- Ability to multi-task in a fast-paced environment, effectively prioritize activities and manage stress with a high degree of maturity and professionalism.

## WORKING CONDITIONS

- Travel may be required.
- Ability to attend and conduct presentations.
- Manual dexterity required to use desktop computers and peripherals.
- Overtime as required.
- Lifting or moving up to 25lbs may be required.
- Ability to regularly work evenings and weekends
- Ability to work alone

Applications for this position will be accepted, in confidence, until **4 p.m. on April 24, 2026.**

**Applicants must send a detailed resume to :**

Sonal Brahmbhatt CHRP
Municipality of West Nipissing
225 Holditch Street, Suite 101
Sturgeon Falls, ON P2B 1T1
hr@westnipissing.ca

*While we appreciate the interest of all applicants, only those selected for an interview will be contacted.*

*The Municipality of West Nipissing welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.*