



Municipality of Northern Bruce Peninsula Job Description

Position: Museum Archives Programming Assistant (Student)
Location: St. Edmunds Museum - Tobermory
Department: Parks & Facilities
Reports to: Manager of Parks and Facilities or designate
Purpose: The student will work full-time for 16 weeks at the St. Edmunds Bruce Peninsula Museum in Tobermory. Work will be primarily devoted to the projects and tasks of collection management and participation in a more general capacity through the daily activities and functions of the operation of the Museum as a whole, including guide activities, programs, special exhibits and events.
Rate: \$18.00 per hour

Duties:

1. Collection Development Museum and Archives

- Database work with cataloging system, entering data from cataloguing sheets, accessioning, researching, indexing records and generally processing materials and transferring
- Special collections work on donated collections.
- Photographing, scanning, and digitizing new and unlisted artifacts.
- Assisting in collections management with completion of Finding Aids materials.
- Collection maintenance and cleaning artifacts in accordance with museum standards.
- Research collection items for better labelling, scan code descriptions.
- Preparing labels and signage for museum objects.
- Support exhibit rotation and borrowed exhibit process with other museums.

2. General Museum Operations and Visitor Services

- Operation of POS system.
- Clerical and operational support, including front desk (visitor directions, etc.), office/archives reception, morning gallery opening (lights, audio-visual components, activity set-up, etc.).
- Support Docent (volunteer) recruitment.
- Guide training, along with museum staff.
- Guide experience, leading tours through the collection, exhibits, grounds, exterior exhibits and log cabins.
- Use of Microsoft Office including Word, Excel, Powerpoint, email features to support program/event promotion, social media, and office work.

3. Programming and Events

- Assisting with special event coordination.
- Program development and delivery as part of event team
- Leading hands-on activities with visitors during events/programs

4. Public Relations and Marketing

- Support role in Marketing strategy development via social media – Instagram, Facebook
- Marketing posters -design and distribution to local points and using email distribution lists.
- Newspaper article drafting reporting on events/programs,
- News release draft writing and distribution

5. Additional Duties:

- Regular attendance at staff/volunteer meetings held during shifts.
- Facilities maintenance, assisting in tidying, dusting, weekly vacuum of exhibits.
- Assist with watering and weeding gardens.

Other:

- Attends and participates in staff and committee meetings as required.
- Complies with all policies and procedures of the Municipality.
- Adheres to the regulations of the Occupational Health & Safety Act of Ontario.

Working Hours

- Normal hours of work are 35 hours per week, 9am to 4pm inclusive of weekends.

Note: The Municipality of Northern Bruce Peninsula is an equal opportunity employer and is committed to inclusive, barrier-free recruitment and selection processes and work environments. Please advise the Accessibility Coordinator if any accommodations needed to ensure your access to a fair and equitable process. Any information received relating to accommodation will be addressed confidentially. Personal information will be used to determine eligibility for potential employment and is pursuant to the Municipal Freedom of Information and Protection of Privacy Act.