



## **MUNICIPALITY OF NORTHERN BRUCE PENINSULA JOB DESCRIPTION**

**POSITION:** Museum Attendant – Union Position  
**LOCATION:** St. Edmunds Bruce Peninsula Museum  
7072 Highway #6, Tobermory, Ontario  
**DEPARTMENTS:** Parks and Facilities  
**REPORTS TO:** Museum and Recreation Programmer  
**SUMMARY:** Fulfills the duties as described below  
**PURPOSE:** To assist with the operation St. Edmunds Bruce Peninsula Museum for the visiting public to enjoy and discover the past and present history of the area.

**EMPLOYMENT  
TIMEFRAME:** May 4 to Oct 31 – approximate timeframe

**RATE OF PAY:** Starting at \$25.67 (2026) per OPSEU Local 266 Collective Agreement

### **DUTIES:**

- Assist Museum/Recreation Programmer and the Museum Committee with the general operations of the museum;
- Opening/closing during scheduled hours of operation;
- Works with summer student and assists with volunteer coordination ;
- Assist with development of programming and with promotion of the museum;
- Assist with social media content creation;
- Communicate with visitors, providing information on Museum, contents and the history of the area;
- Ensure that the exhibits are displayed in the manner so accustomed to, and that the displays be maintained and cleaned regularly;
- Receive artifacts or items of interest donated by patrons, catalogue and process materials using museum database;
- Greet the public in an informative, friendly manner;
- Ensure the surrounding lands, parking area and gardens are clear of debris, and are positive reflections of the Municipality and its operations.

## REQUIREMENTS:

- High school diploma or equivalent;
- Previous experience in a similar role or related field is preferred;
- Experience working with a museum collection and cataloguing items an asset;
- Strong knowledge of area and its history;
- Ability to interact with the public and impart knowledge of artifacts;
- Strong communication and customer service skills and the ability to work effectively in a team environment;
- Work independently with minimal supervision;
- Ability to perform physical work, some lifting, movement of furnishing;
- Basic computer, email, telephone skills and ability to learn new software applications and programs;
- Current First AID/CPR/AED or willingness to obtain;
- Valid Class "G" driver's license required.

## OTHER:

- Attends and participates in staff meetings, as required;
- Complies with all policies and procedures of the Municipality;
- Adheres to the regulations of the Occupational Health & Safety Act of Ontario;
- Performs any other tasks as assigned by management from time to time.