



Museum Assistant

Position Description: The Museum Assistant will aid in the day-to-day operation of the Prince Albert Museums. This will include organizing and providing tours, outreach programs and social media management.

Duties

The statements below reflect the general details considered necessary to describe the principal functions of the job and not details of all work assignments that may be part of the position.

Interpretation:

- Greets all visitors in a friendly and helpful manner upon the entry of the visitors to the museum, providing services within the museums as directed by the Curator.
- Becomes familiar with and develops information with respect to the Museum exhibits, and such other local history as required. Consults other staff, Society volunteers or written documentation when additional detail and knowledge is required;

Artifact and Archival Assistance and Research

- Completes the initial paperwork associated with the donation of artifacts and archival material;
- Completes general cleaning of displays

Security

- Ensures supervision of all visitors and others using the museum
- Ensures that all cash is properly recorded and secured

Museum Management/Public Relations

- As required, prepares the museum for rentals, and opens and closes the museum following the established procedures as necessary;
- Ensures the cleanliness of all public and non-public areas of the museum before and during hours of use, and ensures all supplies are stocked, especially in those cases of special facility usage.
- Assists with promotions and marketing as required, including ensuring advertising in the media is timely and correct.
- Creates and/or revises the Society's social media posts;

Administrative/Auxiliary Duties:

- Answers phones, takes messages and ensures that communications are forwarded to the appropriate staff members and/or volunteers.
- Organizes and arranges for volunteers as needed.
- Assists in organizing public programming events as needed in consultation with the Manager/Curator.
- Various administrative duties as assigned, including processing admissions, gift shop sales, and memberships.



Hours and Wage

- \$17.00 per hour
- 20 hours per week:
- Monday to Friday, 12:00 to 4:00 PM
- Some flexibility in hours may be required if programs run on weekends

Experience Requirements

- Interest in local history and willingness to learn detailed information;
- Have a friendly and outgoing personality;
- Effective written and verbal communication skills;
- Be self-motivated and able to work independently;
- Have a driver's licence and a personal vehicle;
- Have strong English skills, and computer skills;
- Other languages, especially French and/or local indigenous languages, would be an asset.