



Museum Attendant

This is a paid position.

Note: Museum Attendants should have CPR, First Aid, and Food Handler Certificates

Purpose and General Summary of Position

The Museum Attendant is responsible welcoming visitors to the Tupperville School Museum (the “museum”), providing information related to the history and context for the artefacts and generally ensuring the museum & grounds are clean, and safe for visitors.

Accountable To / Reports To

The Museum Attendant is hired by the Board and reports to the museum manager.

Authority

Within the limits of the By-Laws and museum policies, the Museum Attendant is responsible for, and has the commensurate authority to accomplish, the execution of the duties below.

Time Commitment

The typical time commitment is a minimum of 35 hours/week, working 7 hours a day for the 5 days the museum is open (Wednesday to Sunday).

Term of Office

The term of office is approximately 8 weeks between June, July, and August. The museum is open Wednesday through Sunday.

Primary Duties

The list below outlines the Museum Attendant’s primary duties.

1. Welcome visitors and guide them through the museum, providing information about the artefacts and answering inquiries from visitors and other members of the public
2. Assist in the development and delivery of public program activities throughout the summer.
3. Be responsible for the collection of cash donations and other sales activities.
4. Collaborate effectively as part of a larger team within the Board & Volunteers.
5. Open and close the museum in accordance with posted hours.
6. Clean the museum premises daily, including the office and restroom building.
7. Walk around the museum property and grounds to ensure cleanliness and report to the manager any situations that require maintenance.
8. Monitor and respond to phone & email queries, receive & process program bookings, and manage the collection of donations made in person at the museum.
9. Support social media activities aimed at promoting the museum. Examples include taking pictures during museum events that can be posted on the museum’s website and other social media channels.



10. Provide support with respect to museum artefacts including:
 - a. Inventorying and cataloguing artefacts and other archaeological material.
 - b. Preparing artefacts for display or storage.
 - c. Photographing artifacts following proper museum standards and completing condition reports.
 - d. Handling, moving, and transporting artefacts using proper museum procedure.
 - e. Assisting with minor preventative conservation.
 - f. Researching the history and background of artefacts as directed.
11. Provide general office support, including data entry.
12. Other duties as assigned.

Working Conditions

Museum attendants are required to dress professionally while working at the museum.

- Museum attendants will wear white tops and black pants or skirts.
- Do not wear shorts, miniskirts, jeans, sweatpants, tank tops, t-shirts with logos that may be offensive to the public, etc.

Qualifications

The following list identifies qualifications the incumbent must have.

- Criminal record check.
- Emergency First Aid and Food Handler certificates.

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- Ability to communicate well with children and adults from diverse backgrounds and with disabilities.
- Ability to work independently and to take & carry out instructions.
- Knowledge of cash handling, merchandise sales, accepting donations, and membership sales.
- A willingness to learn museum practices and standards.
- A willingness to learn research techniques and procedures.
- Working knowledge of computers and office software including email, Word, and Excel.

Evaluation

The Museum Attendant's performance will be assessed by the museum manager formally at the end of the museum season. However, periodic work reviews will be completed if performance matters arise during the term of office that require correction.