



Canada's Penitentiary Museum

Position: Museum Attendant

Location: Kingston, Ontario

Application Deadline: 24 Feb 2020

Duration: Seasonal

Hours Per Week: 37.5 hours per week

Pay Rate: Hourly Wage 14\$

Language Requirements: Bilingual

Canada's Penitentiary Museum, located in the old Warden's residence of Kingston Penitentiary, is looking for interested applicants for the summer season (May 1 to August 31). The Museum chronicles the history of the federal correctional system in Canada, with several floors devoted to different aspects of that long history, from escapes to contraband to inmate art. Successful applicants will be responsible for operating the gift shop, greeting and guiding visitors, and maintaining exhibits in cooperation with the curator and volunteers.

Qualifications:

- Fluency in both English & French
- Current CPIC
- Experience in a museum-type setting an asset
- Interest in Museum Studies, Public History, History or Tourism a definite advantage
- Knowledge of retail sales useful

Good interpersonal skills, energy, good humour, ability to adapt to changing situations, good team player, ability to work without constant supervision

Description of Duties:

- Greet visitors to the Museum, provide basic information about the Museum, and answer general questions by visitors during self-guided tours
- Provide introductory interpretation of the Museum for pre-arranged tours
- Maintain daily attendance records
- Answering questions concerning exhibits, regulations, facilities, etc. if possible

- Circulate through museum to monitor exhibits
- Check displays frequently, watch for damage or potential safety hazards, and report any issues immediately to Operations Coordinator or Curator
- Clean glass displays, check cleanliness of washrooms, and collect trash in the morning and again in the afternoon
- Open and close museum
- Interact with visitors to the gift shop by explaining/showing merchandise as requested
- Manage cash and complete cash/credit/debit sales transactions
- Monitor level of stock on shelves and re-stock as needed
- Other duties as required

Please send resume and cover letter addressed to Cameron Willis, operations supervisor, to: info@penitentiarymuseum.ca