



# Employment Opportunity

## Casual

### Internal/External

January 25, 2024

## Museum Relief – Posting # 2024-17

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**Location:** Napanee, Ontario  
**Department:** Lennox and Addington County Museum and Archives  
**Supervisor:** Supervisor, Museum and Curator  
**Hours of Work:** Weekdays, weekend and evening hours as scheduled  
**Salary Range:** \$24.23 to \$28.34 per hour  
**Closing Date:** February 8, 2024

Museum Relief assist in maintaining the effective operations of the Museum. They are expected to provide excellent public service and carry out duties as directed by the Museum team in various aspects of the museum operations. As a casual position, be able to work a flexible schedule (working on an as needed basis to supplement full time staff requirements with no guarantee of hours).

### RESPONSIBILITIES:

- Provide frontline customer service – includes museum admission, gift shop sales, and desk inquiries. This will include daily reconciliation of the Point of Sale system, keeping the reception tidy and welcoming
- First point of contact for museum visitors either in-person or phone. Must be pleasant and comfortable speaking with the public and directing inquiries to appropriate museum staff
- Assistance with delivery of museum programs, this may require evenings and weekends
- Support the Archives Reading Room activities – this could include research and data inputting
- Support the removal and install of exhibits
- Support the development of digital content and marketing materials
- Satisfactory attendance record, subject to the requirements of the Ontario Human Rights Code
- Other duties as assigned

### SUMMARY OF QUALIFICATIONS:

- Recommended post-secondary education in History, Museum and/or Archival Studies. Education within marketing, journalism, or tourism also considered
- A demonstrated understanding of current marketing and digital creation trends.
- Relevant museum experience and knowledge in museum services and technologies
- Flexibility to adapt to a changing and innovative work environment
- Superior interpersonal skills that enable you to deal effectively and courteously with the public and maintain effective working relationships with colleagues
- A love for history, community and culture is a must

For more information or to apply, please visit our website at <https://www.lennox-addington.on.ca/employment>

*The County of Lennox & Addington is committed to being a diverse and inclusive employer, creating workplaces that welcome, value, and respect the diversity of employees and supports them to actively engage in the workplace and reach their full potential.*

*Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act for the purpose of applicant selection. We thank all applicants for their interest, however, only those selected for an interview will be contacted. Resumes received after the closing date will not be considered.*

*Please note that accommodations are available upon request to support the participation of persons with disabilities in applying for jobs and during the interview and assessment process. If you require an accommodation, please call the County's Human Resources Department at 613-354-4883 to discuss. We will work with you to meet your needs.*