



The Friends of the Penitentiary Museum at Kingston Inc./Les Amis du Musée Pénitentiaire à Kingston Inc.

Canada's Penitentiary Museum

555 King St West (Corner of Sir John A. MacDonald Blvd), Kingston Ontario

POSITION TITLE:	STUDENT - MUSEUM ATTENDANT
CONTRACT PERIOD:	May 1 to Labour Day long weekend, 2024
SALARY:	\$16.55
PAID HOURS:	37.5 hours per week
SCHEDULE:	involves weekends & statutory holidays (must be willing to work a variable schedule including weekends, statutory holidays and overtime)
LOCATION:	Canada's Penitentiary Museum, Kingston, Ontario

Canada's Penitentiary Museum, located in the old Warden's residence of Kingston Penitentiary, is looking for interested applicants for the summer season, May to September long weekend. 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 assisting visitors, and maintaining exhibits in cooperation with the curator and volunteers.

Please apply to info@penitentiarymuseum.ca, addressed to Cameron Willis, Curatorial Assistant. Posting closes February 23, 2024

QUALIFICATIONS AND ASSETS:

- 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 and experience of retail sales, cash handling, and POS
- Well developed written and oral communication skills
- Excellent communications, interpersonal, and analytical skills
- Ability to work both as part of a team and independently without constant supervision
- Ability to adapt to changing situations

DUTIES:

- Control and monitor access to the Museum, and orient visitors to the Museum
- Maintain visitor information and daily attendance records
- Circulating through museum to monitor visitors and exhibits
- Check displays frequently, watch for damage or potential safety hazards, and report any issues immediately to Curator
- Clean displays and surfaces in high traffic areas, and monitor cleanliness of key areas

- Answering questions concerning exhibits, regulations, and facilities
- Open and close museum
- This includes locking turning on lights, preparing exhibits, cleaning, and checking for issues
- Assist with basic outdoor grounds maintenance
- Manage gift shop, including making transactions, monitor stock levels, and assisting customers
- Assist the Curator with tasks as needed
- Other duties as required