

## Museum Programming Assistant, 2018

The Museum Programming Assistant provides a first point of contact for visitors, assisting them in getting the most from their time at the site and creating a welcoming and enjoyable visitor experience.

Reporting to the Museum Director, duties of the Museum Programming Assistant shall include:

- greet and welcome museum visitors in the museum reception area, main yard and/or Historic Giles House
- promote the museum's resources and inform visitors of exhibits and programs, places of special interest
- conduct guided tours for visiting schools, summer camps and other
- assist with festival & event planning and preparation
- support museum interpretation activities
- assist with collections care and management
- record daily museum attendance
- support museum gift shop during peak periods
- refer visitors to senior staff where necessary, or pass on requests for information
- other museum duties as required
- contribute to the overall success of the summer season

Desired qualifications/skills include:

- enrolled in museum studies or tourism, or alternatively history, social sciences, agriculture or other relevant area of study
- a genuine interest in museums and cultural history
- excellent customer service and oral communication skills
- ability to work well with others – tasks are generally collaborative efforts though there is plenty of possibility for individual ideas
- planning and organizational skills to assist with festivals, events and programs
- supervisory skills and working with young people – one of our primary audiences
- desire for continuous learning – each day brings new questions and challenges
- experience in leading tours considered an asset