



The Corporation of the Town of Arnprior Job Description

Job Title: Museum Support Staff		Page(s): 1 of 3
Location: Arnprior & District Museum	Reports To: Manager of Culture / Curator	Revision date: February 2026
Department: Museum		Salary grid: Grade 2

Position Summary:

Reporting directly to the Manager of Culture/ Curator, Museum Support Staff provide support to the operations of the Arnprior + District Museum. Responsibilities include providing a welcoming environment for visitors, supporting organizational data collection, marketing, and other administrative duties, providing support for other Museum staff and volunteers in Collections Management and Programming Coordination. This is a part-time fixed-term contract designed to assist the Museum on an annual basis.

Scope:

As a part-time position, the main challenges of this position will be to balance providing services to visitors with other Museum responsibilities and duties.

Key Responsibilities/Duties:

The foregoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this classification.

- Greet and welcome visitors, respond to general public enquiries, support the recording of marketing and visitation data, and explore the Museum with visitors when requested.
- Handle the receipt of cash and accounts.
- Assist the Manager of Culture/Curator with the development, promotion, implementation, and evaluation of museum events and programs.
- Provide support with the management of community belongings when requested.
- Support the design, marketing, set up, and hosting of public events and programs as requested, welcoming and encouraging the inclusion of all.
- Follow the opening and closing procedures for the building and conduct regular security checks of the building and belongings.

- Accomplish all other duties and/or special projects as assigned by the Manager of Culture/Museum Curator.

Work Relations:

Internal: Manager of Culture/Curator, Museum Administrative Assistant and other Museum staff including temporary, contractors, summer student(s), and volunteer(s).

External: The general public including visitors, tours and school groups, educators, special events coordinators.

Working Conditions:

Physical Demands: Museum Support Staff may be required to sit or stand for long periods of time and may be required to lift and/or carry heavy objects, and climb stairs.

Environmental Conditions: Museum Support Staff may be exposed to occasional unpleasant fumes, dirt, hazardous substances, and/or loud noises associated with the Museum collections and artefacts.

Sensory Demands: Museum Support Staff demands may include the use of the computer and periods of intense concentration on data and research materials, which may cause eye strain and occasional headaches.

Mental Demands: Museum Support Staff will have to manage a number of requests and tasks at one time and must be prepared to deal with tight deadlines.

Statement of (Minimum Qualifications):

Education/Certification/License

Knowledge

- Knowledge of administrative and clerical procedures and systems such as cash handling, word processing, managing files and databases would be an asset.
- Working knowledge of customer service and assessing needs to meet effective service delivery standards.

Skills/Abilities

- Care and attention provided to different needs of our communities and openness to innovative museum practices (training and supporting research is provided).
- Excellent interpersonal skills and capable of maintaining confidentiality and a professional demeanor at all times when handling public enquiries and complaints.

- Demonstrate the ability to work effectively within a team and with external customers to ensure proper workflow and productivity is maintained.
- Works in accordance with established directives, procedures and policy.
- Demonstrated ability to work independently and unsupervised.
- Proficient at working with office equipment including computers, photocopiers, phone systems.

Asset Qualifications

- Knowledge of the Town of Arnprior and district heritage and culture.
- Some experience handling cash
- Current CPR/First Aid certification.
- Previous occupational health and safety knowledge would be an asset
- A current vulnerable sector check