

Job Title: Weekend Museum Assistant

Reports to: Manager/Curator

Hours: 10h/week, Saturday Sunday

Rate of Pay: \$18.00/hr

Contract Term: 8 months

Job Summary

Share the heritage of Port Moody with individuals and groups through facilitating access to collections, displays, and grounds. Utilize your skills to reach new audiences and keep existing audiences in touch.

Key Job Duties and Responsibilities

- Assist in weekend Museum operation
 - o Opening, closing, cleaning, greeting guests, assisting with exhibit set up/tear down, and signage updates as needed.
 - o Manage sales utilizing Point of Sale system including Block Kit, books, art cards, etc.
- Research topics set by Manager/Curator for future internal use, research on behalf of inquiring scholars.
 - o Utilize reporting tools to create clear concise information packets as needed.
- Using Canva, develop or redevelop marketing materials in line with POMO Museum brand guideline
 - o Utilize Marketing schedule to develop posts, prints, etc. for approval by the Programs and Events Coordinator.
 - o Work with Programs and Events Coordinator to develop marketing to scheduled timeline
- During weekend programs, facilitate learners through guided activities such as birthdays, archaeology digs, and other programs.
 - o Assist with booking for events and rentals including tracking, payment, and follow up.
 - o Assist Programs and Volunteer coordinator with volunteer coverage and training for events.

Supervision Duties

- Volunteer staff