



Job Title: Museum Assistant

Hours: 30 hours a week

Regular days worked: Wednesday-Sunday 10:00-4:30 (less a 30-minute break), occasional evening hours required.

Rate of Pay: \$20.00/hr

Contract Term: Permanent

ABOUT THE ROLE:

- Permanent fulltime (30 hours) with benefits
- 3 month probationary period
- Key holder
- Training provided

ABOUT YOU:

- You have a passion for history and educating others
- Are a self-starter
- Good verbal communicator
- Not shy around members of the public Client facing role
- A good team member, able to work full-time, part-time, and contract museum workers.
- Willing/able to commute to the Museum daily.
- Experience utilizing Office 365, meta business suite, Canva, etc.

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 daily 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 in-gallery programs, books, art cards, etc.
- During programs, facilitate learners through guided activities such as birthdays, archaeology digs, and other programs.



- Assist with booking for events and rentals including tracking, payment, and follow-up.
- For parties up to 16 child participants, run from start to finish. For parties of 17 or more, work with another member of staff or a volunteer to run from start to finish.
- Research/development for program creation
- Assist with develop or redevelop marketing materials in line with POMO Museum brand guideline utilizing Canva
 - Utilize Marketing schedule to develop posts, prints, etc. for approval by the Programs and Events Coordinator.
- Research topics set by management for future internal use, research on behalf of inquiring scholars.
 - Utilize reporting tools to create clear concise information packets as needed.
- Other tasks as needed

Supervision Duties

- Weekend Team Leader
- Volunteer staff

Job perks

- Extended health benefits
- Free parking
- Job training and professional development

Send resume and cover letter to Farmer at ed@pomo.museum