

Museum Assistant
RECRUITMENT – 2025-ECDEV-14

The Town of Smiths Falls is a vibrant, progressive single tier municipality with a population of 9000. One of Eastern Ontario's most scenic communities, we are centrally located within an hour of Ottawa, Kingston, Brockville and the US Border. The Town provides high quality and affordable life for its residents and is nestled in between prime water frontage along the Rideau Canal – a UNESCO World Heritage site and has many beautiful heritage buildings and recreational facilities.

The Town is accepting applications for **one (1)** Seasonal Museum Assistant. Reporting to the Museum Curator, the successful candidate will assist with the delivery of services and experiences as the Heritage House Museum including heritage tours. The successful candidate will assist with the preparation, installation, and dismantling of exhibits. The Museum Assistant will work with the Museum programmer to plan, create, and implement events including educational programs, Smiths Falls Movies Under the Stars, Children's Camps, and more.

Key Duties and Responsibilities:

- Greet the public and respond to inquiries and requests.
- Conduct historic tour programs and assist in the museum giftshop.
- Assist with the setting up museum exhibits.
- Assist with special events and fundraising activities and museum programs.
- Assist with the development of interpretive and hands on activities for programs and exhibits
- Assist with preparation and distribution of promotional materials

Skills and Qualifications:

- Ontario Secondary School Diploma (OSSD) or equivalent.
- Strong customer service skills.
- Effective writing skills, including editing, grammar and proofreading ability to continually pay attention to detail and accuracy.
- Excellent computing skills including advanced knowledge of Microsoft Office suite.
- Ability to maintain confidentiality and interact professionally with all visitors and staff.
- Experience in museum or tourism related field will be considered an asset.
- Knowledgeable and passionate about the cultural sector.
- Excellent organizational and time management skills with the ability to take initiative and establish priorities.
- Strong interpersonal and communications skills, including cultural competency.
- Ability to conceptualize creative plans and workable solutions.
- Valid driver's license.
- Provision of a satisfactory Criminal Record/Vulnerable Sector Check and driver's abstract.
- Ability to work evenings and weekends including Statutory Holidays as scheduled.

Position Type: Contract – Seasonal (March to October)
Wages: Band B of the pay grid system (\$18.84-\$21.91) per hour
Hours: 20 hours/week (as scheduled)
Location: Heritage House Museum, 11 Old Slys Rd.

How to Apply:

Qualified applicants are invited to submit their resume and cover letter quoting recruitment number 2025-ECDEV-14 by **Friday March 14th, 2025 at 4:00 p.m.**, to Nadine Bennett, Human Resources Advisor, Town of Smiths Falls, P.O. Box 695, 77 Beckwith Street North, Smiths Falls, Ontario, K7A 4T6 or via email at careers@smithsfalls.ca

It is preferred that emailed applications be submitted in one file preferable in MSWord or Adobe format.

The Town of Smiths Falls is an equal opportunity employer, committed to ensuring all candidates are able to participate in the interview process fully and equally. If contacted for employment, please let us know if you require any accommodations to ensure you can participate fully and equally during the recruitment and selection process. We thank all applicants for their interest and only those selected for an interview will be contacted.

Personal information collected from applications is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act, and will be used to determine qualifications for employment. Questions about the collection of Information should be directed to the Clerk at the address indicated above.



SMITHS FALLS

RISE AT THE FALLS

TOWN OF SMITHS FALLS

JOB DESCRIPTION

POSITION:	Seasonal Museum Assistant
DEPARTMENT:	Economic Development and Tourism
EMPLOYEE GROUP:	Non-Union
PAY GRID:	Band B
SUPERVISOR:	Museum Curator
REVISION DATE:	February, 2025

POSITION SUMMARY AND SCOPE: Reporting to the Museum Curator, the successful candidate will be responsible for assisting in the operations of the Smiths Falls Heritage House Museum. The Museum Assistant will have administrative duties such as reports, museum forms, visitor records, inventories, supplies and operations of the gift shop. The Assistant will greet the public, respond to inquiries and requests, and deliver Heritage Tours. They will assist with the preparation, installation, and dismantling of exhibits. The Museum Assistant will work with the Museum programmer to plan, create, and implement events including educational programs, Smiths Falls Movies Under the Stars, Children’s Camps, and more. They will aid other staff with museum projects as needed.

DUTIES AND RESPONSIBILITIES:

- Greet the public and respond to inquiries and requests.
- Conduct historic tour programs.
- Assist in the giftshop.
- Assist with the setting up museum exhibits.
- Assist with special events and fundraising activities and museum programs.
- Assist with the development of interpretive and hands on activities for programs and exhibits
- Assist with preparation and distribution of promotional materials on activities through brochures, invitations, listings, mail outs, update and maintain museum web presence including social media; and performs other clerical duties.

EDUCATIONAL REQUIREMENTS AND EXPERIENCE:

- Grade 12 Diploma or equivalent
- Strong customer service skills
- Effective writing skills, including editing, grammar and proofreading ability to continually pay attention to detail and accuracy.
- Excellent computing skills including advanced knowledge of Microsoft Office suite – in particular Microsoft Word, Excel, and PowerPoint, and Outlook – and the ability to adapt to emerging technology
- Ability to maintain confidentiality and interact professionally with all visitors and staff
- Experience in museum or tourism related field will be considered an asset.

SKILLS AND COMPETENCIES:

- Knowledgeable and passionate about the cultural sector
- Excellent organizational and time management skills with the ability to take initiative and establish priorities.
- Detail oriented and able to handle multiple tasks at one time.
- Strong interpersonal and communications skills, including cultural competency
- Ability to conceptualize creative plans and workable solutions.
- A valid driver’s license

WORKING CONDITIONS: The position is based on a 20 hour work week. The position requires varied hours of work to carry out the duties assigned. The operation hours at the Smiths Falls Heritage House Museum are Wednesday – Sunday. The Part-time Casual Museum Assistant may be required to work outside of Town of Smiths Falls’ regular business hours, including evenings.

SAFETY:

All employees must follow the Town’s Health and Safety Policy and comply with the Occupational Health and Safety Act.

WORKING RELATIONSHIPS:

INTERNAL	Department Head, Support Staff, Members of Boards and Committees
EXTERNAL	General Public, Volunteers