

JOB DESCRIPTION

POSITION:	MUSEUM ASSISTANT		
DEPARTMENT:	Recreation & Culture	UNION:	C.U.P.E. Local 543
LOCATION:	Various	JOB CODE:	543559
HOURS OF WORK:	24 (maximum)	GRADE/CLASS:	0.05
SHIFT WORK REQ'D:	Yes		

DUTIES:

Reporting to the Manager of Cultural Affairs, this position supports Windsor's Community Museum in the completion of various day-to-day functions. Performs general office tasks such as: word processing, faxing, photocopying and emailing, preparation of mail-outs; welcomes customers to the Museum; assists with general and specific historical research questions and performs customer transactions for the Museum gift shop as required; assists in the organization, storage and retrieval of books, photographs and artifacts; assists with physical set-up and dismantling of exhibits; will be required to lift various items including books, boxes of brochures, picture files and will seldom be required to lift museum artifacts of varying weights (assistance is available); prepares hands-on history room and Museum detective activities for groups and acts as a guide for students; occasionally opens and closes Museum on Sunday shifts and acts a lead during these shifts. Will perform Occupational Health & Safety duties as outlined in the Corporation's Health and Safety Program. Will perform other related duties as required.

QUALIFICATIONS:

- Must have an Ontario Secondary School Graduation Diploma or Ontario Ministry of Education equivalency;
- Must have over six (6) months of experience in museum-associated practices including the ability to conduct both historic and artifact research;
- Regular work week consists of Tuesday through Saturday. Will be required to work occasional Sundays, which includes the opening and closing of the museum;
- Knowledge of Museum practices including specialized museum numbering system, artifact handling and methods of numbering artifacts will be considered a definite asset;
- Completion of additional post-secondary courses in a similar field will be considered an asset;
- Knowledge of the museum database Mimsy will be considered an asset;
- The physical demands analysis associated with this job indicates a sedentary level of work.

In accordance with the Accessibility for Ontarians Act, 2005 and the Ontario Human Rights Code, the City of Windsor will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform the City of Windsor Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.