

**POSITION DESCRIPTION**

<b>Position:</b>	Summer Student– MHCC, Community Services Department	<b>Type:</b>	Non - Union
<b>Incumbents:</b>			
<b>Reports To:</b>	Director of Community Services, MHCC Curator, or designate(s)		
<b>Date:</b>		<b>Next Review Date:</b>	TBD
<b>Positions Supervised:</b>	none		

**PART I - DESCRIPTION OF JOB REQUIREMENTS****General Accountabilities**

The Summer Student – for Minden Hills Cultural Centre and Community Services Department, provides assistance to the curators.

**Specific Accountabilities**

**The following accountabilities are not listed in order of priority:**

**Maintenance & Operations**

1. Assists with exhibition installation.
2. Assists with public education, tours and programming.
3. Files, archives, researches and assists with digitizing collection.
4. Assists with special events planning and preparation (i.e. opening receptions).
5. Front desk reception duties.
6. Welcomes visitors and takes admission.
7. Tracks attendance and upkeep of attendance statistics.
8. Works with volunteers.
9. Reports any major defects to equipment, property or process to the Director of Community Services or designate(s) promptly.

**Staffing**

n/a

**Communication**

10. Responds to telephone inquiries, directs messages and provides assistance and information at the counter regarding municipal business and services and where required, refers inquiries to the appropriate staff or source.
11. Responds to correspondence, both oral and written, on behalf of the Township.

**Policy Compliance**

12. Maintains, organizes and updates records and filing systems as required by legislation and internal policy.
13. Ensures compliance with Township and legislated policies, practices and procedures.
14. Complies with all Municipal and Provincial occupational health and safety legislation, regulations, policies and procedures, and must wear all safety apparel as required.
15. Attends necessary and/or approved educational workshops, seminars or webinars including the renewal of annual licencing as required.

**Other**

16. Performs other duties as required.

**The above statements reflect the general details considered necessary to describe the principal functions and duties of the position and will not be construed as a detailed description of the work requirements that may be inherent in the job.**

**PART II - The following section headings will help describe the technical skills, education, experience and working conditions under which the incumbent is required to perform the job**

**Technical Skills/Experience**

1. A minimum of two (2) years' experience is preferred.
2. Experience in art history, museum studies, history, environmental studies or museum/gallery administration and, or related combination an asset.
3. Proficiency and experience with word processing (MS Word), spreadsheets (MS Excel) and presentation (MS PowerPoint).
4. The incumbent must be able to demonstrate good communication and public relation skills.
5. Ability to work independently with minimal supervision.

- 6. The incumbent must provide a criminal check on an annual basis.
- 7. Ability to maintain confidentiality where mandated or required.

**Education/Training/Licences**

- 1. Must be a student between the ages of 16 and 30 and returning to school in the fall.

**Working Conditions**

- 1. Office work requiring periods of sitting, typing and use of office equipment. Interruptions are common. The individual does have the ability to move freely as required to reduce fatigue.
- 2. Event setup, program activities and collection set up and dismantling, requiring occasional periods of standing and light physical activity is required.
- 3. Availability to work occasional overtime as required.
- 4. Requires a need for detail and accuracy.
- 5. Occasional exposure to inclement weather.
- 6. Exposure to predetermined deadlines, interruptions and setting priorities.
- 7. Deals with difficult customers occasionally.

**Signatures**

Date	Incumbent	Manager
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