

POSITION DESCRIPTION

Position:	Relief Staff for the Minden Hills Cultural Centre (MHCC), Economic Development department	Type:	Non - Union
Incumbents:			
Reports To:	Economic Development, Destination and Marketing Officer or designate(s)		
Date:		Next Review Date:	
Positions Supervised:			

PART I - DESCRIPTION OF JOB REQUIREMENTS

General Accountabilities

The Relief Staff for Minden Hills Cultural Centre (MHCC) and Economic Development, Destination and Marketing Department, provides assistance to the curators.

Specific Accountabilities

The following accountabilities are not listed in order of priority:

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, tracks attendance and upkeep of attendance statistics.
7. Works with volunteers.

Staffing

n/a

Communication

8. Responds to public inquiries by providing verbal and written information or referring them to the Economic Development, Destination and Marketing Officer or designate(s) as required.

Policy Requirement

9. Ensures compliance with Township and legislated policies, practices and procedures.
10. Complies with all Municipal and Provincial health and safety legislation, regulations, policies and procedures, and must wear all safety apparel as required.
11. Attends necessary and/or approved educational workshops, seminars or webinars including the renewal of annual licencing as required.

Other

12. 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. Familiarity with word processing (MS Word), spreadsheets (MS Excel), presentation (MS PowerPoint) and email (MS Outlook).
4. Working knowledge of social media platforms such as Facebook and Instagram is an asset.
5. Communication, interpersonal and customer service skills to exchange information or explain basic situations using courtesy and tact.
6. Ability to work independently with minimal supervision.

7. The incumbent must provide a criminal clearance letter on an annual basis.
8. Ability to maintain confidentiality where mandated or required.

Education/Licences

There are currently no education or licence requirements for this position.

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. Occasional exposure to inclement weather.
4. Exposure to predetermined deadlines, interruptions and setting priorities.
5. Availability to work shift work, including evenings and weekends as required.
6. Deals with difficult customers occasionally.

Signatures

Date

Incumbent

Manager