



**The Corporation of the Township of Prince**

3042 Second Line West,  
Prince Township, Ontario P6A 6K4

**Phone 705-779-2992 Fax 705-779-2725**

**Mayor: Enzo Palumbo**

**CAO/Clerk-Treasurer: Jillian Hayes**

**Museum Summer Student Position**

<b>Position:</b> Museum Attendant	<b>Compensation:</b> \$16.55/hr
<b>Location:</b> 3042 Second Line W. Prince Twp. ON P6A 6K4	<b>Type:</b> Full-time Seasonal (May-Sept)

**SUMMARY OF FUNCTION:**

Summer Employment program provides opportunities to obtain valuable work experience, gain transferable skills, and build professional networks.

**Work Description:**

- Welcome visitors, conduct tours, and provide historical interpretation of museum artifacts.
- Provide care and maintenance of the museum and artifacts.
- Respond to requests for tours and/or special events.
- Be responsible for opening and closing the museum.
- Maintain records for admissions.
- Provide community outreach in support of interpretive programming.
- Participate in the design, development, and delivery of public programs.
- Plan, organize, coordinate, and manage assigned work.
- Log, cultivate, archive, and organize displays.
- General maintenance of the museum (cleaning, dusting, etc.)

**Requirements:**

- Must be a student.
- Mature, responsible, and reasonable
- Personable, hygienic, friendly
- Excellent communication and customer service skills
- Can work independently and without supervision.
- Experience working in a similar field is an asset and will be given priority.

**How to Apply:**

Applicants can apply in person at the municipal office at 3042 Second Line W. Prince Twp. OR online via email at: [adminassist@princetwp.ca](mailto:adminassist@princetwp.ca)