

**Department:** Museum & Culture

**Division:** Museum

**Reports to:** Curator

### **Position Objective/Summary**

The objectives of the position are to assist the volunteers to open Arabella's Tea Room weekdays and weekends, preparing the afternoon tea, serving visitors, recording the financials, balancing the cash, helping with dishes, clean-up and close. The secondary objectives are to assist with Museum reception and heritage interpretation. This position performs administrative functions on behalf of the Museum and Auxiliary and is responsible for assisting the Curator with word processing, scheduling appointments, telephone answering, reception, tours and heritage site interpretation.

May also assist staff in duties assigned including but not limited to; research, organizing documents, cataloguing artifacts, gardening, painting, giving tours.

### **Duties & Responsibilities**

- Open and close of Arabella's Tea room
- Serve, bake and clean dishes
- Record statistics and tend to cash sales
- Interpret in heritage village
- Assist with tours and programming
- Cleaning and assisting with grounds keeping
- Assisting with cataloguing artifacts
- Provide reception duties at Museum

### **Work Schedule**

- Work weekdays and weekends June 1<sup>st</sup> to September 30 part time schedule 10-30 hours a week

### **Education**

- High School level education or higher.

### **Knowledge**

- Food handling experience an asset
- Previous experience working with volunteers is an asset
- Cash handling and administrative duties required

## MUSEUM/ TEA ROOM ASSISTANT

Summer Position

### **Skills & Abilities**

- Highly organized, motivated, and able to work independently and with others while maintaining consistent standards.
- Good interpersonal and communication skills
- Able to understand written and oral direction
- Able to work as part of a team of volunteers, as well as independently
- Good manual dexterity for handling fragile collections materials

### **Judgment is exercised in:**

- Willing to undertake necessary training in reception duties, heritage interpretation and museum programming.
- Promotion of good relations with visitors, tourists, volunteers, and the public.
- Provide professional and appropriate food safe services to customers and public.

### **Environment**

This position works throughout the Museum grounds at Arabella's Tea Room, Heritage Village and Museum. The Tea Room/ Museum Assistant will be required to wear a long-sleeved white blouse and long black shirt/pants and close toed black shoes to keep in theme with the Edwardian period of the tea room. Heritage clothes will be required in the heritage village as required (provided). Office attire will be worn in the Museum reception.