



# *Garden of the Gulf Museum*

*P.O. Box 1237  
Montague, PE COA 1R0  
(902) 838-2467*

## **Job Description: Museum Guide / Summer Student**

**Role:** The museum guide provides support to the Development Coordinator in carrying out tasks related to hosting visitors; providing guided tours and information; and general housekeeping for the museum.

**Reporting Structure:** The Museum Guide reports to the Development Coordinator and, through the Development Coordinator, to the Operations Manager.

**General Summary of Duties:**

- Greeting visitors at the front door and collecting admission fees
- Conducting sales of items from the gift shop
- Offering guided tours to individuals and groups while ensuring that the reception desk is covered
- Monitor visitors to ensure collection is safeguarded
- Offer children and teens the Scavenger Hunt experience
- Assist with promotion of museum activities and development/maintenance of exhibits under direction of Development Coordinator
- Support Museum Madness children's summer experience by offering hands on activities
- Contribute ideas for programming; research topics to enhance exhibits
- Respond to questions and offer information to visitors about the collection, the town and surrounding Three Rivers area
- General housekeeping tasks, including but not limited to:
  - Put out external signs and Story Board on opening; check outside grounds for waste & sweep steps
  - Empty de-humidifier twice daily
  - Turn on all lights and air conditioner
  - Check for cleaning needs and clean as required and/or directed
  - Replenish supplies; remove waste
  - Check for pests and remove at end of day, turn off all lights and air conditioner, close windows and set alarm
- Other duties as assigned from time to time by the Development Coordinator

**Send resume to:** [ggmuseum@eastlink.ca](mailto:ggmuseum@eastlink.ca)