



THE CANADIAN POTATO MUSEUM
& P.E.I. POTATO COUNTRY KITCHEN

JOB TITLE:	Museum Attendant	SUPERVISOR:	Manager
ORGANIZATION:	The Canadian Potato Museum	LAST REVISED:	January 2012
LOCATION:		EMPLOYEE NAME:	

JOB DESCRIPTION

MISSION

The Canadian Potato Museum will create a dynamic new travel destination value for the community of O’Leary and the North Cape Coastal Drive.

VISION

To always strive towards making the a visit to the Canadian Potato Museum one of the most entertaining, educational and enriching travel experiences on Prince Edward Island.

ROLE AND RESPONSIBILITIES

Responsible for the assisting visitors and providing a “quality” experience which includes:

- Conducting the front of house operation of museum
- Provides information about regulations, facilities, and exhibits to visitors
- Opening museum during opening hours
- Greeting visitors on arrival
- Inviting visitors to sign the visitor book
- Monitoring visitors while viewing exhibits
- Cautioning people (often children) for not complying with museum regulations
- Handing out promotional materials
- Answering questions concerning exhibits, regulations, facilities, etc.
- Arranging tours for schools or other groups
- Organizing volunteers or other staff members to conduct tours
- Examining exhibits and objects periodically
- Notifying museum personnel when repair or replacement is required
- Wear supplied uniform and ensure cleanliness and professionalism of appearance
- Wear potato costume on occasion to mingle with visitors, create photo opportunities for guests
- All other duties as requested



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The Museum Attendant is also responsible for data input, and conducting research when visitors are not present, such duties include:

- Taking pictures
- Data inputting
- Researching artefacts as needed
- Researching and recording accurate history and information on items
- Using museum handling and care techniques and practices
- Contributing to a pleasant and respectful work environment

QUALIFICATIONS

Good public speaking, enjoy research, detail orientated, good with people, self-motivated, good time management skills,

High School Diploma or equivalent with 1-2 years of working with the public considered an asset. Ability to work alone or with a team. Good interpersonal, communication and organizational skills.

Approved By:		Date:	
Accepted By:		Date:	