



Position Description

Position Title:	Student Museum Attendant
General Supervisor:	Museum Curator
Employee Group:	Non-Union

Position Summary

- The Town of Fort Frances is seeking an enthusiastic and customer focused Summer Student to fill the position of Student Museum Attendant at the Fort Frances Museum & Cultural Centre and Rainy Lake Square. The Student Museum Attendant supports the daily operations of the museum and adjacent public spaces while providing exceptional visitor experiences. This role involves public engagement, guided tours, retail support, and assistance with museum programs and projects.

Directions Received:

- The incumbent reports to the Museum Curator

Directions of Others

- Not applicable.

Revenue, Asset, and Expenditure Scope

- Not applicable.

Key Responsibilities

- Assist with the daily operations of the Fort Frances Museum & Cultural Centre and Rainy Lake Square

- Provide excellent customer service by welcoming visitors, answering inquiries, and supporting gift shop sales
- Lead guided indoor tours of permanent galleries and temporary exhibits, as requested
- Conduct outdoor walking tours when required
- Support museum staff with public programming and community activities held at Rainy Lake Square
- Assist the Curator with museum related projects and tasks as assigned
- Ensure museum spaces are welcoming, safe, and presentable for visitors

Qualifications

- Must be currently enrolled in high school
- Must be minimum age of 16 years
- Strong customer service and communication skills
- Interest in history, culture, museums, tourism, or education is considered an asset
- Comfortable speaking to individuals and groups of all ages
- Ability to work independently and as part of a team
- Strong organizational skills and attention to detail
- Availability to work days, evenings, and weekends as required
- Satisfactory Criminal Record Check

Working Conditions

- Indoor and outdoor work environments
- Interaction with the public on a regular basis
- Standing, walking, and light lifting may be required
- Variable shifts based on programming and operational needs
- 35 hours per week (Tuesday to Saturday 9:30AM – 5:30PM)
- Shifts may vary to accommodate special programs or events. Shifts may occur anytime between 8:00 a.m. and 10:00 p.m.