

Support Staff Job Description

Museum Support Staff

Duties and Responsibilities

- Responsible for visitor reception. Duties include providing information about the museum, answering questions, ensuring a welcoming experience and giving tours.
- Responsible to manage the museum shop, including cash handling, sales, and stock management.
- Assist with executing public events, and educational programs.
- Responsible for the care and maintenance of the collections and displays, which includes appropriate storage and handling of artifacts.
- Assists in the development and installation of exhibits
- Assists in the cleaning and upkeep of the museum and its collection
- Responsible for buildings and collection security
- Responsible to patrol the site, supervise visitors, and open and close the museum as needed.

Required Knowledge, Skills and Abilities

- Ability to communicate effectively in English
- Has completed grade 12
- Excellent customer service and interpersonal skills
- Ability to plan and organize work methods and procedures within established guidelines
- Knowledge of local history is an asset

Other Details

- 30 hours per week, Wednesday to Sunday
- Pay rate - \$16.00/hour
- Work term - May 11, 2026 to August 28, 2026
- Please submit your application with cover letter and resume to lumsdenmuseum@gmail.com or by mail to Lumsden Historical Society, Box 91, Lumsden, SK, S0G 3C0 by April 22, 2026