



Museum of Ontario
Archaeology
History In Your Hands

Gallery and Gift Shop Assistant: Work Study Job Posting

The Museum of Ontario Archaeology is seeking Gallery and Gift Shop Assistants to greet visitors, assist with program bookings, and oversee the gift shop. Weekday and weekend availability is required.

Gallery and Gift Shop Assistants ensure museum guests have a positive museum experience and are responsible for coordinating reception and gift shop services. Key responsibilities include:

- Providing exceptional customer service by greeting guests appropriately, orienting them to the museum, and addressing any questions or concerns.
- Coordinating reception and gift shop services by processing admissions, inventory, and purchases appropriately and accurately.
- Ensuring public areas are clean and gallery activities are well maintained.

The ideal candidates will have the following skills:

- Strong customer service and communication skills; ability to engage and converse with people of all ages and backgrounds
- A positive attitude and strong work ethic which strong attention to detail.
- Comfortable speaking to groups of people
- An interest of archaeological practices and Canadian Aboriginal history.
- Ability to work with diverse groups of people including children.

Note: Students will work off campus at the Museum of Ontario Archaeology (located near Wonderland Rd and Fanshawe Park Rd). Working weekends is required. Evening and weekday shifts may be scheduled as needed. The position also involves working in an outdoor environment for some program activities with exposure to seasonal temperatures, direct sunlight and insects.

To be eligible for this position you must be a Western University student and approved for the work study program through the Office of the Registrar, Student Financial Services

Please send, fax, or e-mail resume and cover letter to:

Cindy Barrett, Administrative Officer
Museum of Ontario Archaeology
1600 Attawandaron Road
London, Ontario, N6G 3M6
Phone: (519) 473-1360 Fax: (519) 850-2363
E-mail: cindy@archaeologymuseum.ca

Gallery and Gift Shop Assistant: Work Study Job Description

Under the direction of the Administrative Officer, the Gallery and Gift Shop Assistant is responsible for ensuring guests have a positive museum experience. The Gallery and Gift Shop Assistant coordinates reception and gift shop services.

RESPONSIBILITIES:

- Providing exceptional customer service by greeting guests appropriately, orienting them to the museum, and addressing any questions or concerns.
- Coordinating reception and gift shop services by processing admissions and purchases appropriately and accurately.
- Ensuring gift shop inventory is maintained and space is kept clean
- Ensuring public areas are clean and gallery activities are well maintained.
- Other duties as assigned

RELATIONSHIPS

The Gallery and Gift Shop Assistant must maintain and encourage positive and professional relationships with the public, donors, Museum of Ontario Archaeology board and committee members, Museum members, staff and volunteers.

EXPECTED OUTCOMES

1. Ensure museum visitors have a positive museum experience.
2. 100% accuracy processing admission and gift shop sales and maintaining the gift shop space

WORKING CONDITIONS

- Working weekends is required. Evening and weekday shifts may be scheduled as needed.

KNOWLEDGE / SKILLS

The ideal candidates will have the following skills:

- Strong customer service and communication skills; ability to engage and converse with people of all ages and backgrounds
- A positive attitude and strong work ethic which strong attention to detail.
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