



**Renfrew**  
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**SUMMER EMPLOYMENT OPPORTUNITY**  
**#25.12 – Assistant Museum Director (1 position)**  
**McDougall Mill Museum**

**Description:**

The Town of Renfrew invites applications for the position of Assistant Museum Director for the McDougall Mill Museum. The Assistant Museum Director assists in the day-to-day operation of the museum and visitor information centre. They are the team leader and responsible for operations when the Curator/Archivist is not present. They assist with staff and volunteer orientation and oversee that all policies and protocols are in place and being followed by staff, volunteers and visitors. Tasks include: Assist with seasonal cleaning and opening of the museum. Assist with training and orienting summer staff. Oversee day-to-day museum operations as a team leader. Set daily, weekly, monthly goals and ensure they are met. Collaborate with Curator/Archivist to prepare staff schedules, time sheets, projected tasks and handle concerns arising with regards to the day-to-day operations. Assist in gathering statistics and preparing quarterly reports to council. Follow records management and financial recording procedures. Assist with directing and recording the activities of museum volunteers. Assist with organizing special fundraising events. Schedule, plan and oversee school group and day camp visits. Schedule limited access tours of the museum including planning the tour program and tour logistics. Greet visitors to the museum and visitor information centre and deal with routine inquiries and/or complaints from museum visitors. Maintain and create museum displays. Promote new exhibits. Ensure housekeeping schedule is maintained. The availability of this position is subject to funding approval by Town Council.

**Qualifications:**

- Secondary School or Post-Secondary Student
- Customer Service Experience
- Knowledge of Canadian and Renfrew history is an asset
- Ability to communicate with coworkers and the general public verbally and in writing
- Able to be a team player as well as work independently
- Ability to undertake self-directed learning
- Supervisory experience is an asset

**Rate of Pay/Hours of Work/Location:**

- \$19.20/hour (under review)
- 35 hours/week (schedule varies – 10:00 a.m. – 5:00 p.m.)
- The employment term for this position will be 14 weeks from May through August.
- Location: McDougall Mill Museum – 65 Arthur Avenue, Renfrew ON

***Qualified applicants are invited to submit their resume, stating:  
"Town of Renfrew - #25.12 Assistant Museum Director"  
by 4:00 p.m., Wednesday March 5<sup>th</sup>, 2025, to:***

Town of Renfrew, Attn: Jenn Fleming, Compensation/HR Specialist  
127 Raglan Street South, Renfrew, ON K7V 1P8  
EMAIL: [jfleming@renfrew.ca](mailto:jfleming@renfrew.ca) (in MS Word or pdf format)

***Thank you for your interest, however, only applicants considered for an interview will be contacted. Accessibility accommodations are available for all parts of the selection process. Applicants must make their needs known in advance. Information collected will be handled in accordance with the Municipal Freedom of Information and Protection of Privacy Act.***