



Renfrew
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SUMMER EMPLOYMENT OPPORTUNITY
#25.13 – Visitor Experience Assistant (4 positions)
McDougall Mill Museum

Description:

The Town of Renfrew invites applications for the position of Visitor Experience Assistant for the McDougall Mill Museum. Visitor Experience Assistants are the main point of contact for museum visitors. They greet visitors, provide an orientation to the museum, answer questions and are available to provide guided tours and point out key artifacts. They are also responsible for gift shop and refreshment sale transactions. McDougall Mill Museum works in partnership with the Ottawa Valley Tourist Association as a visitor information centre. Visitor Experience Assistants act as ambassadors of the Ottawa Valley, answer questions and promote Renfrew County attractions, events and businesses. Visitor Experience Assistants follow a cleaning schedule that involves the washrooms, office and museum grounds. They are also responsible for the routine cleaning of the 3 floors of exhibitions accessible to the public. Visitor Experience Assistants interact with school tours, summer day camp visits as well as group visits. They also prepare displays and programming for special events such as Canada Day. As time permits, Visitor Experience Assistants may assist the Curator/Archivist with collections management activities such as inventory, data entry, records management, rehousing collections in storage, cataloguing and updating exhibitions. The availability of this position is subject to funding approval by Town Council.

Qualifications:

- Secondary School 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

Rate of Pay/Hours of Work/Location:

- \$17.20/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.
- McDougall Mill Museum – 65 Arthur Avenue, Renfrew ON

***Qualified applicants are invited to submit their resume, stating:
“Town of Renfrew - #25.13 Visitor Experience Assistant”
by 4:00 p.m., Wednesday March 5th, 2025, to:***

Town of Renfrew, Attn: Jenn Fleming, Compensation/HR Specialist
127 Raglan Street South, Renfrew, ON K7V 1P8
EMAIL: 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.