



**POSITION TITLE: Museum & Communications Assistant**

**LOCATION:** Quinte Museum of Natural History, Quinte West, Ontario

**EMPLOYMENT TYPE:** Part-Time, Contract

**SALARY:** \$20.00–\$22.00/hr

**ABOUT US:**

The Quinte Museum of Natural History inspires discovery, conservation, and stewardship of our natural heritage. We provide engaging, educational, and creative experiences that connect people to the natural world.

Through the support of sponsors, donors, and government funding, QMNH delivers world-class exhibits and programming that celebrate biodiversity and environmental awareness while promoting community engagement, inclusion, and innovation.

**POSITION OVERVIEW:**

Reporting to the Executive Director, the Museum & Communications Assistant ensures smooth daily operations, high-quality visitor experiences, and consistent, professional communications. This position combines front-line admissions and retail responsibilities with marketing and communications support, helping to expand the museum's reach and strengthen community connections.

**KEY RESPONSIBILITIES:**

**Visitor Services, Retail & Operations:**

- Operate the admissions desk and gift shop, providing excellent customer service.
- Oversee gift shop logistics and inventory management, including receiving stock, pricing, merchandising displays, restocking, and tracking sales.
- Support the development and implementation of an updated gift shop plan (product selection, layout, supplier coordination, and pricing strategy).
- Handle daily financial reporting.
- Assist with volunteer coordination, including scheduling shifts, confirming availability, and supporting onboarding and communications.
- Assist with volunteer coordination, rentals, and event logistics.

**Communications & Marketing:**

- Draft and distribute the monthly *Fieldnotes* e-newsletter and other email communications as needed.
- Maintain and update the museum's website, social media calendar, and community listings
- Create promotional materials (posters, signage, and print collateral) using Canva or similar tools.
- Support sponsor recognition, press releases, and media relations.

**Collaboration & Reporting:**

- Collaborate with the Education & Digital Engagement Assistant to ensure consistent messaging.
- Capture visitor photos, testimonials, and content for marketing and reporting.
- Compile admissions data, retail performance, and visitor statistics for internal reports.



**QUALIFICATIONS:**

- Experience in retail, customer service, or administrative support.
- Strong written communication and organizational skills.
- Proficiency with Canva, Mailchimp (or similar), Adobe Creative
- Attention to detail and the ability to manage multiple priorities.
- Friendly and professional in a public-facing role.

**WE ARE LOOKING FOR:**

- A detail-oriented multitasker with excellent communication skills.
- Someone who enjoys working with the public and keeping things organized.
- Someone who thrives in a dynamic, community-driven workplace.

**HOW TO APPLY:**

Submit your resume and cover letter via email to **deanna@quintemuseum.ca**, with "Museum & Communications Assistant Application" in the subject line.

**DEADLINE:**

Applications will open on **Monday, October 6, 2025**, and will remain open until a suitable candidate is found.

**JOIN US:**

QMNH is dreaming big! With the support of our community and partners, our impact and reach will continue to grow. We hope you will join us on our journey of realizing the museum's incredible vision. Visit [www.quintemuseum.ca](http://www.quintemuseum.ca) to learn more.