

Museum Associate

Colchester Historeum Museum & Archives

Temporary, Full Time

Reports to: Administrator, Event Coordinator

The Museum Associate is responsible for helping with the museum's daily operation and providing a friendly, welcoming environment for everyone who visits the Historeum.

. The Museum Associate will:

- Prepare the museum for opening and closing
- Interact with visitors with a desire to connect them to our community and its history
- Operate POS system, accepting admission fees and other payments
- Answer visitor/member enquiries
- Complete membership forms for renewals/new members
- Assist customers with gift shop purchases

The ideal candidate will have:

- Cash experience (EPOS)
- Strong computer skills (Microsoft Office suite)
- Excellent communication skills
- Excellent customer service skills
- Excellent phone etiquette and listening skills
- Ability to multi-task, prioritize, and manage time effectively

Assets:

- Knowledge of Colchester County history
- Ability to lead a guided tour

\$16.75/35 hours a week

Period of Employment: 8 weeks

Start Date: June 30-August 22, 2026

8-hour shift (1-hour unpaid lunch)

- Day shift
- Tuesday to Saturday
- Evening shift (if required)