



## **Recruitment Notice: Museum Attendant**

### **Seasonal Full-Time Position**

Canada's Penitentiary Museum is seeking museum attendants for the summer season.

#### **ABOUT THE MUSEUM**

Located in Cedarhedge, the former Warden's residence of Kingston Penitentiary, the Museum is dedicated exclusively to preserving and interpreting the history of Canada's federal penitentiaries. Across several floors, exhibits highlight everything from daring escapes and contraband to inmate art.

#### **POSITION DETAILS**

**Contract Period:** April 29, 2026 to September 7, 2026

**Pay:** \$17.60

**Hours:** 37.5 hours per week

**Schedule:** Includes weekends, holidays, and occasional overtime

#### **KEY RESPONSABILITIES**

- Monitor Museum access, orient visitors, and maintain daily attendance records
- Circulate throughout the Museum to monitor visitors, exhibits, and safety
- Inspect displays for damage or safety issues
- Maintain cleanliness of exhibits, high-traffic areas, and washrooms
- Answer visitor questions regarding exhibits, policies, and facilities
- Open and close the Museum following established procedures
- Operate the gift shop, including transactions, customer service, and inventory monitoring
- Assist with basic outdoor grounds maintenance as needed
- Support the Curator and assist with additional tasks as required

#### **QUALIFICATIONS**

- Fluency in English and proficiency in spoken French
- Current CPIC (Criminal Record Check) required
- Experience in a museum, cultural setting, or retail environment is an asset
- Interest in Museum Studies, Public History, History, or Tourism is a strong advantage
- Knowledge of retail operations, including cash handling and POS systems
- Excellent written, oral, and interpersonal communication skills
- Ability to work independently and as part of a team, and adapt to changing situations

**Application Deadline:** February 15, 2026

**Submit Resume and Cover Letter To:** [info@penitentiarymuseum.ca](mailto:info@penitentiarymuseum.ca)

Thank you to all applicants; only those selected for an interview will be contacted.