

**LOCKEPORT LITTLE SCHOOL MUSEUM  
JOB DESCRIPTION**

**JOB TITLE:** MUSEUM DIRECTOR/GUIDE  
**POSITION TYPE:** TERM  
**HOURS OF WORK:** TO BE DETERMINED

The primary responsibility for this position is to work as a Museum Director/Guide at the Little School Museum in providing information and support to visitors of the museum complex. This position will be regarded as the lead staff member with the added responsibility of ensuring proper procedures and guidelines are met.

**SPECIFIC RESPONSIBILITIES:**

- ~ Responsibility for greeting visitors
- ~ Will maintain a neat and tidy work environment
- ~ Review details of artifacts on inventory and update where necessary
- ~ Maintain accurate information on newly donated and loaned artifacts
- ~ Conduct historical research and documentation

**PREFERRED SKILLS:**

Good customer service knowledge, keen interest and enjoy working with the public, must possess strong communication skills and organizational abilities.

**SUPERVISION**

The position will be directly supervised by the Little School Museum Committee members as well as by the Town Clerk/Treasurer who will provide guidance and support in day to day tasks.