

The City of Pickering is committed to creating an equitable, diverse and inclusive workplace and strives to foster a sense of belonging, empowerment and respect among all employees and community members. We recognize and value that diverse perspectives, skills, backgrounds, and lived experiences contribute to the growth and strength of our organization and community. As such, we welcome and encourage applications from Indigenous Peoples and equity-deserving communities including women, persons with disabilities, racialized persons, persons who identify as 2SLGBTQI+, and other diverse communities.

Seasonal Museum Receptionist

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|--------------------|-----------------------------------------------------|
| Department:        | Community Services                                  |
| Classification:    | Term (May to September 2026)                        |
| Affiliation:       | CUPE Local 129                                      |
| Vacancy Reason:    | Seasonal Student Position                           |
| Shift/Hours:       | As Scheduled Mon-Sun, Incl. Up to 35 hours per week |
| Salary Range:      | \$17.60/hour (Pay Grade 1, Step 2)                  |
| Work Location:     | 3550 Greenwood Road, Greenwood, ON L0H 1H0          |
| Date Posted:       | Monday, November 10, 2025                           |
| Deadline to Apply: | Sunday, January 4, 2026                             |

Job Summary

The City of Pickering is seeking a dedicated and motivated individual to join our team in the role of Seasonal Museum Receptionist.

The incumbent is responsible for providing front line visitor services at the Pickering Museum Village.

Primary Responsibilities

- Greets and welcomes all visitors to the Pickering Museum Village, providing visitors with information about the museum and their visit.
- Organizes group tours or programs based on admissions volume, administrates visitor flow through the museum and communicates visitor requirements to staff to ensure a seamless visitor experience.
- Facilitates visitor orientation for individuals and groups, assisting them in planning their museum experience which may include a guided tour, self-guided tour, program, event, or interpretative aid (such as a History Mystery kit).
- Provides telephone and front of house reception services for Pickering Museum Village by receiving and directing incoming calls and responds directly to routine or straight-forward inquiries from the public about museum programs and services.
- Sells tickets to museum programs, events, admissions and memberships, using the ActiveNet point of sale system. Facilitates retail sales in the museum gift shop.
- Supports sales services by balancing sales proceeds and preparing daily cash reports.
- Provides marketing support for museum programs, events and services. Marketing support may include attending outreach events to promote the museum to the general public, preparing content for social media or print marketing, and distributing flyers and brochures.

Additional secondary responsibilities may apply and will be outlined in the Job Description, which will be provided to candidates selected for an interview.

Education and Experience

- Successful completion of secondary school education.
- Experience in working in a front-line customer service role is an asset.
- Previous general cashier experience is an asset.

Knowledge, Skills and Abilities

- Demonstrable knowledge of MS Office software products, including Word and Excel.:
- Well developed interpersonal, and communication skills (oral and written in English).
- Skills in sales in a similar environment is an asset.
- Ability to deal courteously and professionally with staff, volunteers, and members of the public.
- Basic proficiency in the use of personal computers, Windows based software applications, and other software relevant to the position.
- Must possess current Standard First Aid, Basic Rescuer CPR-C Certificates, and Auto External Defibrillator (AED) certificates.

- Must be willing to work evenings, weekends and holidays as required.
- Must be prepared to undergo a Vulnerable Sector Screening as a condition of employment.

**The Seasonal Museum Receptionist position is subject to government funding, which includes the following additional eligibility requirements:**

- Must be a Canadian citizen or a permanent resident, or have refugee status in Canada (non-Canadians holding temporary work visas or awaiting permanent resident status are not eligible);
- Must be legally entitled to work in Canada (have a valid social insurance number);
- Must be between the ages of 16 and 30 by May 1, 2026
- Must be a high school, college, CEGEP or university student.

**Note:** Priority will be given to students who have not previously participated in the Young Canada Works in Heritage Ontario employment program.

Qualified candidates may complete an [online application form](#) where you will be required to upload your resume and cover letter (PDFs only). We thank all applicants for their interest, however, only those selected for an interview will be contacted. In accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, personal information is collected under the authority of the *Municipal Act* and is used for the purpose of candidate selection.

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The City of Pickering is committed to inclusive and barrier-free employment practices, and to creating a workplace that reflects and supports the diversity of the community we serve. Accommodations are available throughout the recruitment process in accordance with the *Accessibility for Ontarians with Disabilities Act*. Accessible formats and supports can be requested. For assistance, please contact the Human Resources Department at 905.420.4627 or [hr@pickering.ca](mailto:hr@pickering.ca).

**Pickering: A complete, world-class city... inclusive, connected, caring and prosperous.**

