Preserving our past.
Enriching our future.

Position: Museum Interpreter (1)

Under the daily supervision of the Curator/Administrator the Museum Interpreter will:

TASKS AND RESPONSIBILITIES:

1. Assist the Curator in setting up museum buildings and exhibits before opening for the season. This includes unpacking artifacts and updating signage.

2. Attend the Guest Services desk and be a frontline staff to greet visitors, answer questions, sell gift shop items, and take admission and donations while providing exceptional customer service. The Interpreter will convey historic information about the site, new Covid measures, as well as offer either a self-guided tour or special guided tours (with proper distancing measures). This may include seniors, families, children, organizations, persons with disabilities, or people of either official language. Due to our proximity to Quebec and large Franco-Ontarian population, this often includes communication in French.

3. Share what staff are working on behind-the-scenes via Social Media at least once per week. This could include short video clips of staff showing an artifact they are working on, or a photograph with short description.

4. Create video content for the museum's website and social media.
    a. Interview two guest 'experts' or demonstrators from our volunteer base (e.g., a heritage tradesperson – Blacksmith, tinsmith, butter-maker, leatherworker, etc.). Use this video footage to edit into short informative segments. Training will be provided.
    b. Create two short 'learn-from-home' videos. One on how to make homemade butter (based on a scheduled temporary exhibit), and the second yet to be determined.

5. Write a short article for the Fall newsletter based on experiences creating new digital video content.

6. Review and assess the museum's three Education Kits and replace items where necessary.

7. Share in the daily operational duties of opening, closing, communicating with the public and an increased cleaning regime to be followed by all staff.