



Preserving our past.  
Enriching our future.

### **Position: Museum Interpreter**

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

#### **TASKS AND RESPONSIBILITIES:**

1. Assist the Curator in setting up eight 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, 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. Create a virtual version of the Creation of Cloth onsite exhibit. This will be in the form of a webpage with historic photographs, images of artifacts and the context in how they are used in the creation of cloth from raw wool to finished product.
4. Conduct and record three oral history interviews with selected seniors from the community.
5. Update the oral history list and make the list accessible online through the museum's website.
6. Take a lead role in a project to record audio that will be accessible by QR codes around the site. This will work in conjunction with the self-guided walking tour.
7. Work with one other staff member to interview two guest 'experts' or demonstrators from the volunteer base (e.g., a heritage tradesperson – Blacksmith, tinsmith, butter-maker, leatherworker, etc.). This video content will be used on the museum's website and social media. Training will be provided.
8. 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.

9. 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.
10. Write a short article for the Fall newsletter based on experiences creating new digital video content.
11. Share in the daily operational duties of opening, closing, communicating with the public and an increased cleaning regime to be followed by all staff.