



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, as well as offer either a self-guided tour or special guided tours. 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. Assist event planning committees with the creation of children's activities themed for each event. This may involve selecting activities and crafts that have been done in the past, or creating something new. This will involve planning, setup and implementation. It may also involve leading other volunteers and/or staff in the activities.
4. Assist the Curator in conducting two oral history interviews with selected seniors from the community. This will involve learning how to setup and operate the recording equipment, as well as do basic post interview editing.
5. Update the oral history list and make the list accessible online through the museum's website.
6. Create two short 'learn-from-home' videos. One on how to make homemade butter, and the second showing how to make homemade ice cream in an antique ice cream maker. The idea is that these videos could accompany the museum's Education Kits which can be loaned to classrooms or seniors' groups.
7. 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.
8. Share in the daily operational duties of opening, closing, communicating with the public and an increased cleaning regime to be followed by all staff.