

Historical Interpreter

The Uxbridge Historical Centre (Uxbridge-Scott Museum & Archives) is seeking to hire a student for the position of Historical Interpreter. The student will gain valuable experience working in all areas of a community museum, making history come alive for visitors of all ages and backgrounds. collections and gain an understanding of the practices and procedures pertaining to museum objects, inputting and updating artifact records into the museum's collections management database, and storage and exhibit preparation while supporting and participating in activities that promote volunteer participation and enhance visitor engagement.

Historical Interpreter Responsibilities:

- Lead programs and tours, engaging visitors with friendliness and enthusiasm
- Ensure a clean, safe environment for all visitors and staff, including completion of daily cleaning responsibilities
- Become familiar with program content and facility resources
- Assist in the implementation of special events and programs as needed
- Open and close historic buildings and exhibits as assigned,
- Participate in all aspects of visitor services
- Review and understand Museum collections management policies and procedures, Health and Safety, and other appropriate policies and procedures

Qualifications:

The ideal candidate possesses great presentation skills, animated speaking abilities, the ability to answer questions clearly and concisely, and enjoys meeting new people. This position will be of interest to students interested in history, drama, or similar activities. Customer service experience or experience working with volunteers would be considered an asset. Computer skills required.

Terms: This is a 8 week, 30 hours per week, contract position starting in June. The rate of pay is \$14.00 per hour.

This position is funded through the Canada Summer Jobs program. Candidates must be between 15 to 30 years who are full-time students intending to return to their studies in the next school year.

Location: Uxbridge Historical Centre, 7239 Concession 6, Uxbridge Ontario

To Apply: Interested applicants should submit their resume and covering letter with Historical Interpreter in the subject line to:

Pat Neal
Manager/Curator
Uxbridge Historical Centre
Box 1301
Uxbridge ON L9P 1N5
pneal@town.uxbridge.on.ca

Application deadline: May 14, 2018

We are an Equal Opportunity Employer in accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code (OHRC). The Township of Uxbridge will provide accommodations throughout the recruitment and selection and/or assessment process to applicants with disabilities and/or needs related to the OHRC. Personal information provided is collected under the authority of The Municipal Freedom of Information and Protection of Privacy

We thank all applicants, but only those selected for an interview will be contacted.