

CITY OF HAMILTON

PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT **(TOURISM & CULTURE DIVISION – HERITAGE RESOURCE MANAGEMENT - LOCATION - DUNDURN CASTLE, 610 YORK BLVD.)**

GARDEN DEMONSTRATOR – CUPE 5167

SUMMARY OF DUTIES

Reports to the Historic Kitchen Garden Supervisor. In accordance with museums standards: Provides visitor orientation and interpretation of Dundurn National Historic Site for on and off-site functions; wears period costume; interprets nineteenth century gardens and grounds and demonstrates historical gardening activities; plans and implements public and educational programs, exhibits and special events for all ages and abilities, performs clerical duties and maintains security for buildings and collections.

GENERAL DUTIES

Works as part of a team with Historic Kitchen Garden Supervisor, Garden Demonstrators, summer students, interns and volunteers.

Receives visitors, gives tours and provides historical interpretation of the site (including public tours of Dundurn Castle, the Historic Kitchen Garden, Dundurn Park and all associated out buildings).

Wears period costume and demonstrates the role of a nineteenth century servant or gardener

Responsible for all aspects of tours, programmes and special events such as demonstrations, timing, group control, visitor and artifact safety, planning, promotion, and implementation for the site.

Provides interpretation while engaging in historical gardening activities.

Plants and maintains period gardens using both traditional and modern methods and equipment.

Researches traditions, techniques, information and equipment for 1850s gardens and estate grounds as well as information relating to Dundurn Castle.

Maintains security for historic kitchen garden, associated out buildings and artifacts.

Assists with developing and implementing public programs such as workshops, special events, educational programs, lectures, demonstrations, tours, etc. for the public including school age children, seniors, adults, disabled and special interest groups.

Represents the museum at off site functions

Assists with the setting up and dismantling of displays and exhibits.

Assists with collections management such as artifact registration, records and inventory.

May be required to take tickets and complete related forms.

Orders materials and supplies.

Reports maintenance deficiencies.

Maintains tools and work area.

Opens and closes Historic Kitchen Garden as required.

Word-processes correspondence, garden notes and educational support material.

Works in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

Performs other duties as assigned which are directly related to the major responsibilities of the job.

QUALIFICATIONS

1. Demonstrated recent experience in gardening or farming and interpretation experience related to duties listed above normally acquired through a combination of education and relevant experience.
2. Have a working knowledge of fruits, vegetables, herbs (including edible, medicinal and ornamental varieties). Have a working knowledge of both historic and modern tools, techniques and equipment.
3. Ability to identify modern and heirloom annuals, perennials, biennials, and weeds.
4. Demonstrated ability to provide visitor orientation and interpretation, research pertinent facts and assist in the planning and implementation of special events, programs and exhibits on and off site. Must possess practical knowledge and skill relating to a specific field.
5. Must have excellent verbal and written communication skills with visitors of all ages and interest; must have experience communicating with groups of mixed ages, knowledge, ability, and interests.
6. Experience in a computerized environment. Working knowledge of Microsoft Office XP (Word, Excel and Microsoft Outlook).
7. Must be available to work days, nights and weekends.
8. Bilingualism would be considered an asset.
9. Experience with artifact handling would be considered an asset.

THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE