

# CITY OF HAMILTON

## PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT (CULTURE DIVISION – MUSEUM & HERITAGE PRESENTATION – LOCATION – DUNDURN CASTLE, 610 YORK BLVD.)

### INTERPRETER/COOK/DEMONSTRATOR - CUPE 5167

#### SUMMARY OF DUTIES

Reports to the Curatorial Programming Assistant. 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 kitchen, gardens and grounds cooks and bakes in period kitchen; plans, co-ordinates and conducts period kitchen programs. and demonstrates historical cooking techniques; plans and implements public and educational programs , exhibits and special events for all ages and abilities, performs clerical duties and maintains security for irreplaceable building and artifacts.

#### GENERAL DUTIES

Work as part of a team with Historic Kitchen Coordinator, Cook Demonstrators, Historical Interpreters, summer students and volunteers.

Receive visitors, give tours and provide historical interpretation of the site (including Dundurn Castle, the historic kitchen garden, Dundurn Park and all associated out-buildings).

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

Assist 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, special needs and special interest groups.

Develop and teach hands-on programs such as preparation of a nineteenth century recipes by visitors. Following Health and Safety Legislation and Health Protection and Promotions Act.

Provide interpretation and engage visitors while preparing historic recipes in the historic kitchen.

Wear period costume and demonstrate the role of a nineteenth century servant/cook.

Cook and bake using both traditional and modern methods and equipment.

Conducts 19<sup>th</sup> century research on recipes, traditions and equipment (foodways).

Word-process correspondence, kitchen notes and educational and promotional support material.

Represent the museum at off site functions.

Order materials and supplies.

Maintain tools and work area such as cleaning and maintenance of modern and historic kitchen and utensils.

Report maintenance deficiencies.

Maintain security for Dundurn Castle, historic kitchen garden, associated out buildings and artifacts.

Assist with the setting up and dismantling of displays.

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

May be required to take tickets and complete related forms.

Work 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.

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

### **QUALIFICATIONS**

1. Previous and recent historical cooking and interpretation experience related to duties listed above normally acquired through a combination of education and relevant work experience.
2. 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. Competence in specialized foodways knowledge and skills is an asset. Must possess practical knowledge and skill relating to this specific field.
3. Demonstrated ability to cook and bake in period kitchen using traditional and modern methods and equipment.
4. Must have excellent verbal and written communication skills and experience with visitors of all ages, knowledge and interests.
5. Experience in a computerized environment. Working knowledge of Microsoft Office (Word, Excel and Outlook).
6. Due to operational requirements, the incumbent must be available to work days, nights, and week-ends.
7. Food Handlers Certification an asset.
8. Bilingualism would be considered an asset.
9. Experience with artifact handling an asset.

