CITY OF HAMILTON

LAST REVISION – JANUARY 14, 2020

PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT
(CULTURE DIVISION – CULTURE & HERITAGE – LOCATION – BATTLEFIELD HOUSE MUSEUM & PARK, 77 KING ST. W., STONEY CREEK)

HISTORICAL INTERPRETER (BATTLEFIELD) - CUPE 5167

The Planning & Economic Development Department delivers quality public service that contributes to a healthy, safe and prosperous community. We strive to be the best place in Canada to raise a child, promote innovation, engage citizens and provide diverse economic opportunities.

We are looking for high performing public servants who are interested in experiencing a challenging, rewarding, enjoyable, and fulfilling career. The successful candidate will demonstrate an ability to courageously provide sensational service with steadfast integrity. Your ability to set and achieve personal goals, professional goals and contribute to the goals of the organization will result in high job satisfaction.

SUMMARY OF DUTIES

Reports to the Curatorial Assistant, Program & Visitor Services (Battlefield House Museum). In accordance with Museum Standards, provides visitor orientation and interpretation. Researches, plans and co-ordinates programs and special events; performs clerical and security functions.

GENERAL DUTIES

Receive visitors, give tours and provide historical interpretation of the site.

Sell tickets and merchandise, balance cash and maintain associated records.

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

Receive and answer visitor inquiries.

Represent the Museum at off-site functions.

Research information relating to Battlefield House Museum & Park in the Nineteenth and Twentieth Centuries.

Assist with the planning and development of tours, programs and special events on and off site, including those for schools, special interest groups and those with disabilities.

Prepare flyers and program material.

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

Maintain security for irreplaceable building and artifacts.

Operate audio visual equipment.

Wear period clothing and demonstrate early 19th century domestic and military skills.

Assist with the evaluation of programs and special events.

Assist with the setting up and dismantling of displays, programs and special events.

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 interpretation or heritage experience related to duties listed above normally acquired through a combination of education and relevant work experience in museum studies, museum management, travel and tourism, education (adult and child), history, social sciences.

2. Good communication and organizational skills.

3. Experience in a computerized environment. Working knowledge of Microsoft Office, Windows 10 (Word, Excel and Microsoft Outlook).

4. Demonstrated ability to provide visitor orientation and interpretation, research pertinent facts and assist in the development, planning and co-ordination of special events and programs.

5. Experience with artefact handling an asset.

6. Due to operational requirements, the incumbent must be available to work days, evenings and weekends.

NOTE 1:

As a condition of employment, the successful applicant(s) will be required to obtain a Criminal Reference Check (Vulnerable Sector Screening), at their own expense, prior to beginning work in this position.

NOTE:

This position may be required to work nights and weekends, as well as staggered work hours to meet operational needs **THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE.**

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