

CITY OF HAMILTON

PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT
(CULTURE DIVISION – CULTURE & HERITAGE – LOCATION – GRIFFIN HOUSE/FIELDCOTE MEMORIAL PARK & MUSEUM)

HISTORICAL INTERPRETER (GRIFFIN HOUSE/FIELDCOTE MEMORIAL PARK & MUSEUM) – CUPE 5167

SUMMARY OF DUTIES

Reports to the Site Supervisor, Fieldcote Memorial Park & Museum/Griffin House. In accordance with museum standards researches, interprets and presents historical information related to Griffin House and black heritage and Fieldcote Memorial Park & Museum; performs clerical and security functions.

GENERAL DUTIES

Receives visitors, gives tours and provides historical interpretation of the site.

Researches, interprets and presents historical information related to Griffin House and black heritage and Fieldcote Memorial Park & Museum.

Assists with organization of special events, programmes for school groups, and special interest groups and marketing of same, especially in relation to Griffin House.

Assists in promotional activities related to Griffin House and local black heritage and Fieldcote Memorial Park & Museum.

Represents Griffin House on related committees and organizations (eg. Black Heritage Network).

Receives and processes admissions and other revenue; balances cash and maintains associated records.

Reception duties at Fieldcote; Answers phone; Receives and answers visitor inquiries.

Opens and closes; Maintains security of building and collection; ensures visitors who enter, leave.

Records bookings for group tours.

Operates audio visual equipment.

Responsible for visitors' safety.

Assists in evaluation of programmes.

Assists with the handling and cataloguing of the museum collection.

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. Previous historical interpretation experience related to duties listed above normally acquired through a combination of education and relevant work experience.

2. Previous knowledge and experience related to black heritage.
3. Good communication and organizational skills.
4. Experience in a computerized environment. Working knowledge of Word, Excel and Microsoft Outlook.
5. Demonstrated ability to provide visitor orientation and interpretation, research pertinent facts and assist in the planning and co-ordination of special events and programs.
6. Must be able to work on weekends and on all Statutory Holidays particularly between Victoria Day and Thanksgiving.
7. Must possess a valid Class "G" Driver's Licence and provision of a vehicle for use on the job.

THIS POSITION REQUIRES A VALID CLASS "G" DRIVER'S LICENCE AND PROOF THEREOF IS REQUIRED AFTER HIRE.

NOTE 1:

This position(s) currently requires the incumbent(s) to use their personal vehicle(s) 3 or more times per week for City business. In accordance with the City policy, parking is provided at this time. Should this job requirement change, parking will only be provided in accordance with the City policy in force at that time.

NOTE 2:

Applicants must be available to work weekends and on all Statutory Holidays particularly between Victoria Day and Thanksgiving.

NOTE 3:

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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