

## CITY OF HAMILTON

**PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT**  
**(TOURISM AND CULTURE DIVISION – MUSEUMS AND HERITAGE PRESENTATION - LOCATION - HAMILTON**  
**MUSEUM OF STEAM & TECHNOLOGY, 900 WOODWARD AVE.)**

**HISTORICAL INTERPRETER – COLLECTIONS MAINTENANCE (STEAM) - CUPE 5167**

**SUMMARY OF DUTIES**

Reports to the Curator, Hamilton Museum of Steam and Technology. In accordance with museum standards provides visitor orientation and interpretation; develops and delivers educational programming and performs clerical and security functions. Cleans and maintains 1859 historic water pumping engines; historic buildings and industrial collection. Prepares site for daily opening and special events; performs routine security functions; performs heavy lifting and moving as required.

**GENERAL DUTIES**

Receives visitors, gives tours and provides historical interpretation of the site to general public, educational and special interest groups.

Assists with development, delivery and evaluation of education and special programmes for school groups, special events and exhibitions.

Assists with organization and publicity of programmes for school groups and special interest groups

Takes and records bookings for group and school tours

Sells tickets and merchandise, balances cash and maintains associated records.

Receives and answers visitor inquiries in person, by telephone and internet.

Clean and maintain 1859 water pumping engines and industrial artefact collection through regular oiling and surface cleaning in accordance with museum standards and best practices.

Maintains security for industrial collection and buildings.

Opens and closes buildings; reports problems

Vacuums, wet and dry mops, dusts, washes, wipes and sweeps when required.

Fills, empties and maintains humidifiers and dehumidifiers.

Reports maintenance deficiencies; performs minor repairs. Checks fire extinguishers and reports problems; maintains log.

Moves, lifts, packs, unpacks and stores artifacts; reports their deterioration, damage and loss.

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. Recent historical interpretation, customer service or public relations experience related to duties listed above normally acquired through a combination of education and relevant work experience.

2. Proven ability to provide visitor orientation and interpretation of an historic site and its collections.
3. Ability to research pertinent facts and assist in the planning and co-ordination of interpretation and programmes for special events, exhibitions and education activities.
4. 4. Must have excellent verbal and written communication skills with visitors of all ages and interest; must be able to communicate with groups of mixed ages, knowledge and interests.
5. Must have previous work experience with the cleaning and handling of artifacts in a museum setting.
6. Previous work experience and knowledge of industrial collections, their maintenance and potential risks; as well as knowledge of cleaning methods and acceptable materials in accordance with museum best practices normally acquired through a combination of education and relevant work experience. Conservation training either as a vocation or as a component of formal museum studies training would be considered an asset.
7. Must be physically able to lift supplies and/or artifacts while navigating historic stairs.
8. Working knowledge of the Ontario Occupational Health & Safety Act together with working knowledge of WHMIS data sheets relating to cleaning products and potential hazards of an industrial collection.
9. Must possess initiative, good judgment and the ability to work independently, provide guidance and take leadership role when necessary.
10. Experience with artifact handling an asset.
11. Must be available to work days, nights and weekends.
12. Experience in a computerized environment. Working knowledge of Word, Excel, Access, Publisher, and Microsoft Outlook preferred.

**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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