

## CITY OF HAMILTON

**PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT**  
**(CULTURE DIVISION – MUSEUMS AND HERITAGE PRESENTATION – LOCATION - DUNDURN NATIONAL HISTORIC SITE, 610 YORK BLVD.)**

**HISTORICAL INTERPRETER - CUPE 5167**

**SUMMARY OF DUTIES**

Reports to the Curatorial Programming Assistant. In accordance with museum standards, provides visitor orientation and interpretation for Dundurn National Historic Site (including Dundurn Castle, Dundurn Park and all related outbuildings). Creates and delivers educational and public programs and events; conducts research; performs clerical and security functions.

**GENERAL DUTIES**

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

Required to wear period costume and demonstrate the role of a nineteenth century servant.

Maintain security for irreplaceable building and artifacts.

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

Research information relating to Dundurn Castle and/or Military Museum from the Nineteenth and Twentieth Century.

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

Receive and answer visitor inquiries.

Prepare flyers and program material.

Represent the museum at off site functions.

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

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 interpretation or heritage experience related to duties listed above normally acquired through a combination of education and experience.
2. Ability to provide visitor orientation and interpretation of historic contents (i.e. its collections); research pertinent facts and assist in the planning, implementing and co-ordination of special events and programs. Must have

acquired a level of competence in specialized knowledge and skills and practical knowledge relating to a specific field.

3. 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 and interests.
4. Experience in a computerized environment. Working knowledge of Microsoft Office (Word, Excel and Outlook).
5. Due to operational requirements, the incumbent must be available to work days, nights, and week-ends
6. Bilingualism would be considered an asset.
7. Experience with artifact handling an asset.

