

CITY OF HAMILTON

PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT

~~FT~~ourism and CULTURE DIVISION – CULTURE & HERITAGE – LOCATION – HAMILTON MILITARY MUSEUM)

HISTORICAL INTERPRETER (MILITARY) - CUPE 5167

SUMMARY OF DUTIES

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

GENERAL DUTIES

Receive and answer visitors' inquiries; provide historical interpretation of the site.

Maintain security for irreplaceable artifacts and building.

Responsible for all aspects of the tours and programmes such as timing, group control, artifact and visitor safety.

Open and close building.

Set up and dismantle programme equipment and materials.

Assist with the setting up and dismantling of displays.

Move, pack, store artifacts; report deterioration, damage and loss.

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

Research information relating to Hamilton Military Museum.

Prepare flyers and programme material.

Represent Museum at off-site functions.

Operate audio-visual equipment.

Perform 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.

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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.

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4- Experience in a computerized environment. Working knowledge of Microsoft Office XP (Word, Excel and Microsoft Outlook).

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5- Due to operational requirements, the incumbent must be available to work days, nights, and week-ends

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6- Bilingualism would be considered an asset.

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7- Experience with artifact handling an asset.

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SALARY:

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 2:

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.~~