

CITY OF HAMILTON

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

HISTORICAL INTERPRETER (STEAM) - CUPE 5167

SUMMARY OF DUTIES

Reports to the Curatorial Assistant, Hamilton Museum of Steam & Technology. In accordance with museum standards, enhances the visitor experience by providing site interpretation and orientation. Researches, develops, and delivers public programming, education programs, and events. Performs some clerical, box office, and security functions.

GENERAL DUTIES

Receives visitors and provides historical interpretation of the site through daily public tours; communicates key messages in accordance with the museum's Commemorative Integrity Statement and interpretative plans.

Assists with research, development, delivery, and evaluation of public-facing programs, including education programs for schools, workshops, special events, exhibitions, outreach, digital programs, and social media.

Responsible for safety of visitors when on site. 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.

Works with staff, volunteers, and community members to expand accessibility and welcome new and diverse audiences.

Assists with handling and monitoring of artefact collections, including two preserved 19th century water-pumping steam engines and industrial heritage collections.

Opens and closes cash register, sells tickets and merchandise, and maintains associated records. Assists with gift shop merchandizing

Assists in monitoring and securing buildings

Performs other duties as assigned which are related to the major responsibilities of the job.

QUALIFICATIONS

1. Recent museum interpretation, teaching, public programming, and/or customer service experience related to duties listed above.
2. Must have excellent verbal and written communication and presentation skills; must be able to communicate with groups of mixed ages, cultures, and abilities, and with different levels of interest and knowledge.
3. Proven ability to provide interpretation of an historic site and artefact collections, with a focus on the visitor experience and safety

4. Ability to research and assist in the planning and co-ordination of interpretation and public programs. Awareness of current best practises is an asset.
5. Post-secondary education in museum studies, museum management, teaching, history, or engineering an asset.
6. Experience in a computerized environment with working knowledge of Word, Excel, Publisher, and Microsoft Outlook; graphic design, photo and video editing, and social media skills are an asset.
7. Must possess initiative, good judgment and the ability to work independently, provide guidance and take leadership role when necessary.
8. Experience with artefact handling an asset.
9. Must be available to work days, nights 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.
