

CITY OF HAMILTON

Updated December 2021

PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT
(CULTURE DIVISION – MUSEUMS & HERITAGE PRESENTATION - LOCATION - WHITEHERN HISTORIC HOUSE & GARDEN)

HISTORICAL INTERPRETER (WHITEHERN) - CUPE 5167

SUMMARY OF DUTIES

Reports to the Curatorial Assistant at Whitehern. In accordance with museum standards, provides visitor orientation and interpretation. Creates and delivers educational and public programs and events; conducts research; performs administrative and security functions.

GENERAL DUTIES

Provide meaningful interpretation to the general public. Assist in development and implementation of public programs, special events or other activations in the community (both in person and digital). Strive to create experiences that are relevant, thought-provoking, inclusive of multiple perspectives, emotionally intelligent and fun.

Receive and answer visitor inquiries.

Responsible for aspects of tours and programs such as adhering to time schedules, group control, supplies and artifact safety.

Research tours, programs and special events; write reports.

Set-up and dismantle displays, program material and equipment.

Operate audio-visual equipment.

Evaluate programs and recommend changes.

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

Wear period costume.

Represent the Museum at off-site functions.

Assists with handling and relocation of artefacts for exhibition, research and cataloguing purposes under the direction of the Conservator and Curator of Collections.

Assists in monitoring and securing of building and collection. Responsible for visitor safety; ensures those visitors who enter, leave.

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.

Attends enrichment sessions including annual orientation and training days.

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

QUALIFICATIONS

1. Demonstrated ability to provide visitor orientation and interpretation, research pertinent facts and assist in the planning and co-ordination of special events and programs.
2. Previous experience in the development, delivery and evaluation of education and special programmes, using curriculum guidelines and board directives considered an asset.
3. Good communication and organizational skills.
4. Experience in a computerized environment. Working knowledge of Word, Excel and Microsoft Outlook.
5. 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 satisfactory 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
