# Museum Interpreter

**Pay:** $15.50 / Hour

**Employment Period:** July and August

**Hours per Week:**  35 hours per week (there is a requirement to work weekends)

**Position Summary:**

The Museum Interpreter is responsible welcoming visitors to the Tupperville School Museum, providing information related to the history and context of the artefacts and generally ensuring the museum and grounds are clean, and safe for visitors.

**Accountable To / Reports To:**

The Museum Interpreter reports to the Museum Manager.

**Duties and Responsibilities:**

1. Welcome visitors and guide them through the museum, providing information about the artefacts and answering inquiries from visitors and other members of the public.
2. Assist in the development and delivery of program activities.
3. Be responsible for the collection of cash donations and other sales activities.
4. Collaborate effectively as part of a larger team within the Board & Volunteers.
5. Open and close the museum in accordance with posted hours.
6. Clean the museum premises daily, including the office and restroom building.
7. Walk around the museum property and grounds to ensure cleanliness and report to the manager any situations that require maintenance.
8. Monitor and respond to phone & email queries, receive & process program bookings, and manage the collection of donations made in person at the museum.
9. Support social media activities aimed at promoting the museum. Examples include taking pictures during museum events that can be posted on the museum’s website and other social media channels.
10. Provide support with respect to museum artefacts including:
    1. Inventorying and cataloguing artefacts and other archaeological material.
    2. Preparing artefacts for display or storage.
    3. Photographing artifacts following proper museum standards and completing condition reports.
    4. Handling, moving, and transporting artefacts.
    5. Assisting with minor preventative conservation.
    6. Researching the history and background of artefacts as directed.
11. Provide general office support, including data entry.
12. Other duties as assigned.

**Working Attire:**

Museum attendants are required to dress professionally while working at the museum.

* Museum attendants will wear white tops and black pants or skirts.
* Do not wear shorts, miniskirts, jeans, sweatpants, tank tops, t-shirts with logos that may be offensive to the public.

**Qualifications**

**These are the Basic Requirements for the position:**

The incumbent must agree to undergo and pass the following checks paid for by the employer:

* Criminal record Check (required for handling of money).
* Vulnerable Sector Check (required for working with children and other persons at risk).
* Ability to communicate well, orally and in writing.
* Ability to work independently and to take & carry out instructions.
* Ability to handle cash, merchandise sales, accepting donations, and membership sales.
* Ability to work with computers and office software including email, Word, and Excel.

**You must be willing to obtain this knowledge while in the position:**

* The care of museum artifacts and research practices and techniques.
* The history of education and of the community.
* Tupperville School Museum policies, practices, and procedures.
* Basic Emergency First Aid procedures.
* Basic Food Handlers procedures.

**How to Apply:**

Interested individuals should identify how they meet or are willing to meet the Basic Requirements outlined above. Work or personal references may be requested.

**Please send this information to:** [tuppervillemuseum@gmail.com](mailto:tuppervillemuseum@gmail.com)