# Note: Hiring will usually occur in May when we receive our funding.

# Museum Interpreter

**Pay:** Minimum wage for Nova Scotia (may be higher with experience)

**Employment Period:** July and August (usually an 8-week term)

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

**Position Summary:**

The Museum Interpreter is responsible for providing information related to the history and context of the Tupperville School Museum and assisting in the development and delivery of programs and displays ensuring the museum and grounds are maintained 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.
2. Assist in the development and delivery of museum programs and activities.
3. Collection of cash donations and other sales activities.
4. Open and close the museum.
5. Clean the museum building daily.
6. Ensure the museum property and grounds are clean and safe.
7. Respond to phone queries.
8. Support social media activities by taking pictures and updating websites and media accounts.
9. Provide support with respect to museum artefacts including inventorying, cataloguing, displaying, handling, moving, minor preventative conservation and researching the history and background.
10. Provide general office support, including data entry.
11. Perform minor maintenance and upkeep such as scrapping and painting, racking leaves.

**Working Attire:**

Museum attendants are required to dress in “business casual”:

* Pants, slacks, clean jeans with no rips, skirt, blouse, shirt with collar.
* Do not wear shorts, miniskirts, sweatpants, tank tops, t-shirts with logos.

**Qualifications**

**You must meet the Basic Requirements listed in Section A below:**

**Section A:** Undergo and pass the following checks paid for by the employer: **Criminal Record Check** (required for handling of money) and **Vulnerable Sector Check** (required for working with children and other persons at risk).

**Qualifications you must bring to the job**:

* Ability to communicate well, orally and in writing.
* Ability to work independently and to take & carry out instructions.
* Ability to handle cash, merchandise sales, and donations.
* Ability to work with computers and office software including email, Word, and Excel.
* Ability to work with social media (i.e. Facebook, Instagram)

Section B: Information, procedures, and skills you must be willing to learn while on-the-job are:

* The care of museum artefacts 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 the **Basic Requirements** outlined in **Section A** above and identify why they want to work at the Tupperville School Museum.

Work or personal references may be requested.

**Please send your resume to:** [tuppervillemuseum@gmail.com](mailto:tuppervillemuseum@gmail.com)