



## Museum Interpreters (Summer)

**Position Description:** The Museums Interpreters carry out day-to-day responsibilities to maintain operation of the four museums in Prince Albert. These duties include but are not limited to collections care, leading tours, conducting research, and basic maintenance of the facilities. Interpreters work under the supervision of the Manager/Curator.

### Duties

The statements below reflect the general details considered necessary to describe the principal functions of the job and are not a detailed description of all the work assignments that may be inherent in the job.

#### **Interpretation:**

- Greet all visitors in a friendly and helpful manner as soon as the visitors enter the museum, providing guide services within the museums and for the walking tour of the downtown area.
- Research and learn available information with respect to the exhibits, and other local history. When uncertain of information, refer to other staff or Society volunteers.
- Answer queries by conducting research in the Bill Smiley Archives, searching available computer data bases and other reliable information sources.
- Conduct research and prepare artifacts for museum exhibits and travelling displays.

#### **Artefact, Archival Assistance and Research:**

- Complete initial paperwork associated with the donation of artifacts and archival material.
- Conduct data entry cataloguing tasks for new and existing artifact and archival documentation.
- Answer queries by conducting research in the Bill Smiley Archives, searching available computer databases and other reliable information sources.
- Conduct research and prepare artifacts for museum exhibits and travelling displays.

#### **Security:**

- Ensure all visitors are supervise
- Ensure that staff only access areas are secure
- Ensure that artefacts are secured and/or in locked cabinets
- Cash is properly recorded and safely stored.

#### **Museum Management:**

- Opening the museum includes unlocking the museum; ensuring the museums exteriors are free from debris; ensuring all appropriate lights are switched on; straightening displays; and replacing any hand-outs and sales items as required.
- Provide clerical and administrative assistance for the day-to-day operations of the museums.
- Ensure change is available at the admissions desk where souvenir sales take place.
- Where necessary ensure that all supplies including kitchen, bathroom and office supplies are stocked.



- Dust, tidy and otherwise clean all artifacts and display areas, and ensure cleanliness of both public and non-public areas, on a regular basis in accordance with all regulations and requirements of Saskatchewan Health.
- Closing the museum will require that daily revenue is recorded accurately and completely. Ensure that all rooms are clean, that all visitors have exited the facility, and the lights have been shut off. Alarming and locking the museum may be required.

**Hours and Wage:**

- \$16.00 per hour
- 40 hours per week
  - Variable days, including weekends- 9am to 5pm

**Qualifications:**

- Applicants will have an interest in local history and museums
- Enrolled in a Post-Secondary Social Sciences Program, with a preference to history, anthropology, or archeology education;
- High level of interest in history, particularly local history, and the operation of museums;
- Willingness to learn detailed tour information for all local museums and the Downtown walking tour;
- Friendly and outgoing personality;
- Reliability and responsibility;
- Self-motivated and able to work independently.
- Bilingualism is an asset
- Be available to work for the entire term (mid-May to end-August)
- A clean Criminal Record Check