



10 River Street East | Prince Albert, SK | S6V 8A9 | [p] 306.764.2992 | [e] historypa@citypa.com | [w] www.historypa.com

Job Title: Museum Interpreter
Location: Prince Albert, SK
Type: Temporary Full-time May 11 to September 4, 2020
Number of Positions Available: 12
Wage: \$13.00/hr and \$15.00/hr based on funding

Competition closes April 9, 2020

About Us

The Prince Albert Historical Society operates the four museums in the City of Prince Albert, the Historical Museum, the John and Olive Diefenbaker Museum National Historic Site, the Rotary Museum of Police and Corrections, and the Evolution of Education Museum. These four museums, located in three areas of the city, represent the story of Prince Albert's people in their own distinct theme.

Job Summary

The Museum Interpreters, working such hours as designated by the Curator during the months of May through August, share in and contribute to a strong team atmosphere while carrying out responsibilities for the day-to-day operation of the museums operated by the Prince Albert Historical Society. Typical duties include tending to artifacts, guiding tours, and conducting research.

Museum Interpreters will have an interest in local history, be friendly and outgoing, enjoy meeting members of the public, and display a high degree of motivation.

Key Responsibilities

Interpretation and Research

- 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 databases and other reliable information sources.
- Conduct research and prepare artifacts for museum exhibits and travelling displays.
- Completing the initial paperwork associated with the donation of artifacts and archival material;

- Conducting data entry and verification, filing, and cataloguing tasks for new and existing artifact and archival documentation;

Museum Management

- Providing clerical and administrative assistance with the day-to-day operations of the museums.
- Opening the museum may entail unlocking the museum and cancelling the alarm code; sweeping and clearing away debris accumulated outside the museum, in the entrance, and throughout the building; ensuring all appropriate lights are switched on; straightening displays; and replacing any hand-outs and sales items as required.
- Ensuring that all visitors are supervised, that where appropriate artifacts are locked away, and that all cash is properly recorded and safely stored.
- Ensuring change is available at the admission desk and at the cash register where souvenir sales may take place, as well as ensuring that receipt books are accessible.
- Where necessary, throughout the day, ensuring that all supplies including kitchen and cleaning supplies are stocked. Dust, tidy and otherwise clean all artifacts and display areas, and ensure cleanliness of all others areas, both public and non-public, on a regular basis in accordance with all regulations and requirements of Saskatchewan Health.
- Closing the museum will require that accounting for revenue is accurate and complete. Ensure that all rooms are clean, that all visitors have exited the facility, and the appropriate lights have been turned off. Alarming and locking the museum may be required.

Qualifications

Applicants must be able to work individually as well as part of a team, have public speaking experience and working with the public.

Must be reliable, friendly and outgoing.

Willingness to learn detailed tour information for all local museums and the Downtown walking tour;

Applicant must be enrolled at a post-secondary institution in September

Preference will be given to those enrolled in a post-secondary Social Sciences program (History, Education, Anthropology/Archaeology)

Meet eligibility criteria for Young Canada Works and/or Canada Summer Jobs

A Criminal Records Check is required for the position

Qualified individuals are invited to email a cover letter and resume to curator@historypa.com,
Attn: Michelle Taylor.

Only those individuals chosen for an interview will be contacted.

