

## **Museum Lead Interpreter**

Start date: May 15, 2024 – August 31, 2024

Terms: 6-7 hours per day / 5-days per week @ \$18.50 per hour

### **Job Description**

- Museum Lead Interpreter - will provide historical information for museum and exhibit visitors by conducting/organizing tours and events, role playing and supervising casual Museum Junior Interpretive staff
- As part of the Museum Management team, you are responsible for reporting to the board: staffing issues, suggestions for events, organizing, and prioritizing your time to meet competing deadlines.

### **JOB DUTIES**

#### **Promotion and Marketing**

- Market and promote the museum on social media platform
- Provide community outreach in support of interpretive programming
- Development of the QR code recording of artefacts

#### **Interpretive Programing**

- Welcome museum visitors and provide orientation and general information, conduct tours, and provide historical accurate interpretation of museum artefacts
- Design, development, and delivery of educational programs, demonstrations, and entertaining/informative presentations for the public, visiting groups, youth groups, daycares, seniors, etc.
- Design and develop props and teaching aids for presentations
- Interact with visitors, respond to inquiries, and conduct visitor surveys
- Provide care and maintenance of the museum and artefacts
- Respond to bookings and requests for group/bus tours and/or special events

#### **Statistic Recording**

- Monitor the activity of visitors and respond to any potential emergency
- Conduct security checks of buildings for visitors to the museum and for containment of artefacts.
- Maintain electronic records for admissions and manage cash and complete transactions.
- Develop QR code program for artefacts.

#### **Collections**

- care and cleaning of Collections, including Pioneer Village buildings
- interpretive project development
- accessioning, cataloguing, filing, storing all artifacts and archives

#### **Staff Supervision and Volunteer Program**

- Coordinate the activities of volunteers, seasonal staff

- Organize staff work schedule
- Organize, coordinate, and manage assigned work for staff i.e. Job Jar
- Review and submission of staff time sheets
- Responsible for opening and closing the museum

### **Analytical and Organizational Skills**

- Apply your knowledge of office administration to accurately process payments and compile statistical data.
- Utilize your supervisory skills to supervise staff.
- Develop management skills by working independently and reporting to the Board of Directors.

**Work Status** –You must be legally entitled to work in Canada, are between the ages of 15-30 and are a student of primary or secondary education.

**Residency:** Priority will be given to Manitoba residents.

**Notes:** Travel and/or accommodation expenses are not covered by the Museum.

### **APPLICATION DEADLINE: April 15, 2024**

Send cover letter and resume giving two references.

Apply by email or mail:

MINNEDOSA DISTRICT MUSEUM AND HERITAGE VILLAGE CORP.  
c/o C. Johnson  
PO Box 1113  
Minnedosa, MB  
R0J 1E0

E-mail: [clmjohnson@mymts.net](mailto:clmjohnson@mymts.net)