

Museum Junior Interpreter Level - 2

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

Terms: 6-7 hours per day / 5-days per week @ \$17.00 per hour

Job Description

- **Knowledge and Interest in History:** you must be a people-orientated and fun-loving individual who enjoys talking to new people. Show visitors your enthusiasm for learning history, customer service skills, and flexibility. You will provide the public a guided tour and transform their visit to the museum into a wonderful experience.
- **Exhibit and Design:** you can express your design capabilities by staging new displays for the various artifacts in our collection. The rewarding part of the job is that you are always working on a different project with a fresh look and innovative technologies to learn.
- **IT Development:** your people skills are paramount, but your clerical skills and computer skills – keeping track of the who, what, and when of our visitors – is important. Writing copy, researching artifacts, editing descriptions for items as well as setting up a new endeavour using QR codes is part of the job, too.

JOB DUTIES

Promotion and Marketing

- Marketing and promote museum on social media platform
- 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.
- Assist in the design, development, and delivery of educational programs, demonstrations, and entertaining/informative presentations for the public, group bookings, after school groups, daycares, seniors, etc.
- Assist with the design and develop props and teaching aids for presentations
- Interact with visitors, respond to questions, and conduct visitor surveys
- Provide cleaning, care and maintenance of the museum and artefacts.

Statistic Recording

- Monitor the activity of visitors and report to supervisor any issues
- Continuous checks of buildings and visitors to the museum and for containment of artefacts.
- Maintain daily electronic records for admissions, manage cash

Collections

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

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

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Minnedosa, MB

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