



# Job Description

Position Title: Historic Site Interpreter (Student Position)

Department: Grey Roots Museum & Archives

Reports To: Volunteer and Village Coordinator

## Purpose

Reporting to the Volunteer and Village Coordinator, Historic Site Interpreters will deliver demonstrations and support volunteer staff with site interpretation. This position provides insight into the people and times represented in the period village, as well as in general Museum exhibits and programs. This position demonstrates historical activities, skills and trades within a designated location in Moreston Village in addition to leading tours and public programs.

## Responsibilities

- Provide interpretation and commentary on time-period and building/location.
- Demonstrate approved and historically authentic skill(s) and task(s) in the designated building or location.
- Lead tours and public programs; respond to questions from the public and tour groups in an informed and friendly manner.
- Dress in period appropriate costume.
- Protect building(s) and the collections therein.
- Clean and dust the buildings and collections as assigned.
- Provide additional research and program support as required.

## Working Conditions

Normal hours of work are 35 hours per week. Flexibility and willingness to work irregular hours on evenings or weekends will be required as determined by the operational hours of Grey Roots. Compensation for the same will be in accordance with County policies.

Work is often performed in public spaces both indoors and outdoors and involves a high degree of contact with the general public and volunteers.

## Contacts

### *Internal Working Relationships*

Village and Volunteer Coordinator, Interpretation staff, Grey Roots Staff and volunteers.

### *External Working Relationships*

General public.

## Knowledge and Skill

- A student, returning to school in the upcoming academic year working towards a post-secondary diploma/degree in museum studies, education, tourism, communications, or related field.
- Good organizational, time management, verbal and written communication skills, ability to prioritize, problem solve, and handle multiple duties and interruptions effectively.
- Excellent public speaking skills, creativity and research skills; ability to engage with visitors of all ages.
- Friendly, outgoing, courteous personality; basic knowledge of Grey County history an asset.
- Previous customer service experience and training is an asset.

## Impact of Error

Errors within the capacity of the summer student role could negatively impact the

perception and confidence in Grey Roots Museum & Archives, its stakeholders and assets.

## How to Apply

The County of Grey is currently recruiting Historic Site Interpreters (4-7 Positions) or Co-op Placement to work in the Engagement Department at Grey Roots Museum & Archives for a 16 week contract from May to September.

**Historic Site Interpreters (4-7 Positions)**  
**(Salary: \$14.25 per Hour)**  
**Engagement Department, Grey Roots Museum & Archives**

Any personal information submitted will be managed in accordance with the requirements of the Municipal Freedom of Information and Protection of Privacy Act and will be used only to determine eligibility for employment.

Candidates for the above position(s) are invited to submit their résumé and cover letter by email (in MS Word or PDF format) **by 4:30pm on Thursday, March 11, 2021** to:

**Kimberly Trombley**  
*Administrative Assistant - EcDev. Tourism, Culture*  
[Kimberly.Trombley@grey.ca](mailto:Kimberly.Trombley@grey.ca)

**We would like to take this opportunity to thank all applicants. Only those to be interviewed will be contacted.**

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*Based on the nature of the position, pre-employment screening may be required including but not limited to; Criminal Record Searches, Financial Credit Inquiries; Educational and Credential Verification; Driver's Abstracts; Drug/Alcohol Testing; Pre-Medical Testing and Investigative Employment References.*

*The County of Grey is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.*