



Dartmouth Heritage Museum

26 Newcastle St, Dartmouth NS B2Y 3M5 | (902) 464 2300 | www.dartmouthheritagemuseum.ns.ca

Heritage Interpreter Job Posting (2 Summer Positions)

The Dartmouth Heritage Museum is looking for two individuals interested in being Heritage Interpreters for the summer of 2023. The positions will be for both our Historic Houses: Evergreen House (26 Newcastle Street) and Quaker House (57 Ochterloney Street)

We value and depend on our Heritage Interpreters. They are vital to the operation of the Dartmouth Heritage Museum. Interpreters are our front line, the face of the museum, and are most responsible for a positive, informative and enjoyable visitor experience. The Heritage Interpreter's duties include welcoming visitors to the sites and conducting interpretive tours of the museum. They are responsible for visitor reception, front desk operations, cash handling and reconciliation and gift shop duties.

The Heritage Interpreters will also have the opportunity to create content for our social media, research and write articles for our newsletter, The Gazette, develop and host events at both Evergreen House and Quaker House, and write and record episodes for the museum's podcast Dartmyth and Curator's Corner's corner on our YouTube channel.

The DHM is looking for individuals who are passionate about history, work well both in a team and individually on projects, and are creative problem-solvers.

The main duties for the Heritage Interpreter are as follows:

- Giving Tours at the Historic Houses, which can include costumed interpretation
- Answering public inquiries
- Research and Exhibit Development, with a focus on Quaker House and 18th Century Dartmouth
- Knowledge and experience with Audio/Visual software (Audacity, Canva, Photoshop) is an asset.
- Basic Administrative and Gift Shop assistance, e.g. handling sales and cash
- Partaking in collection management, site inventory and data entry
- Assisting in special event preparation and delivery
- Other Duties as Assigned
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Some of the other duties include light housekeeping, wearing and maintaining period costumes, keeping visitor statistics and gardening.

The Dartmouth Heritage Museum Society is an equal opportunities employer. Any persons, including those who would be identified as being part of the Government of Canada's job equity groups (women, persons with disabilities, visible minorities, Aboriginal peoples), are encouraged to apply.

Discover more at <https://www.dartmouthheritagemuseum.ns.ca/>



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This position will be Wednesday to Sunday, 9am to 5pm, \$15/hour. The work term runs from May 23, 2023 to August 25, 2023. Applicants must send a cover letter and resume to Joanne Pepers, Manager Curator at manager@dartmouthmuseum.ca no later than April 29th, 2023. These positions are funded by Young Canada Works.

A student may be eligible for employment if they:

- are a Canadian citizen or a permanent resident, or have refugee status in Canada (non-Canadians holding temporary work visas or awaiting permanent status are not eligible);
- are legally entitled to work in Canada;
- are between 16 and 30 years of age at the start of employment;
- are willing to commit to the full duration of the work assignment;
- will not have another full-time job (over 30 hours a week) during the Young Canada Works (YCW) work assignment;
- have been a full-time high school, college, CEGEP or university student (as defined by their educational institution) in the semester preceding the YCW work assignment; and
- intend to return to full-time studies in the semester following the YCW work assignment

To apply, students are required to:

- visit the Young Canada Works login page;
- create an account by clicking on the "Sign up" link, then complete and submit a candidate profile;
- select the Heritage Interpreter job opportunities at the Dartmouth Heritage Museum; and
- express their interest in a position by clicking on the job title and then on "Express interest in this job".