

Job Title: **Heritage Interpreter**

Duration: 16 Weeks. May 8, 2023- August 25, 2023

Languages of Work: English

Salary: \$16.00/hour. 35 Hours per Week.

Job Description:

- The **Heritage Interpreter** will assist with delivering interpretative tours, gift shop management, reception duties, planning of future special events and interpretative programming. The **Heritage Interpreter** may also assist with the cataloguing and digitization of our artifact collection.
- Suitable for a student in the field of museum studies, public programming, or education.

Applicants must :

- be between 15 and 30 years of age at the beginning of the employment period
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada

Duties will include:

- provide visitor reception and welcome, give introductions, and answer phone inquiries
- develop and present interpretive heritage activities in the museum, our outdoor museum garden and labyrinth spaces
- develop and present guided historical walking tours
- assist in the social media promotions of all summer programs
- assist with the cataloguing and digitization of the artifact and archival collection

Application Deadline: 11 :59 p.m. Sunday, April 10, 2023

Contact: Jennifer Irwin, Manager

Email: cpbmuseum@outlook.com

Location: 267 Edmund Street, Carleton Place, ON K7C 3E8