



DARTMOUTH HERITAGE MUSEUM

26 Newcastle Street, Dartmouth, NS B2Y 3M5 | (902) 464-2300 | info@dartmouthmuseum.ca

Heritage Interpreters – Job Description

Employment Term: May 21 to August 23, 2024

Tuesday to Sunday, 40 hours/week \$16/hour

Interpreters are the 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 Dartmouth and Curator's Corner's corner on our YouTube channel.

The ideal candidate for the Heritage Interpreter positions would be a university or college student who is studying a general arts program, history, theater, archaeology, anthropology, or communications studies. They will possess excellent communication and organizational skills, be familiar with Microsoft Office programs (Word and Excel), familiarity with the Google Workspace platform, good work ethic, and willing to interact with people of all ages. A second language would be considered an asset. The candidate should enjoy history and working with people. A criminal and vulnerable sector check will be required.

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
- 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

Some of the other duties include light housekeeping, wearing and maintaining period costumes, keeping visitor statistics and gardening.



26 Newcastle Street, Dartmouth, NS B2Y 3M5 | (902) 464-2300 | info@dartmouthmuseum.ca

The Dartmouth Heritage Museum Society is committed, at all locations under its management, to a culture of respect, inclusion, equity, and diversity. The Society recognizes the valuable differences among each of us. We welcome applications from Indigenous People, African Nova Scotians and other underrepresented persons and persons with disabilities.

Applications must include a cover letter and resume and will be accepted until April 19, 2024 at 11:59pm by regular post or email. Applications should be addressed to Joanne Pepers, Executive Director, Dartmouth Heritage Museum, 26 Newcastle Street, Dartmouth, NS, B2Y 3M5 or to manager@dartmouthmuseum.ca

This position is grant funded. To qualify for this position, the applicant must be aged 15 to 30 years and are a high school, college, CEGEP or university student who is legally entitled to work in Canada.