

PRINCE ALBERT HISTORICAL SOCIETY

MUSEUM INTERPRETERS (SUMMER STUDENT) JOB DESCRIPTION

JANUARY 29, 2014

**TITLE:** Museum Interpreters

**REPORTS TO:** The Curator of the Society

**SUPERVISORY RESPONSIBILITIES:** None

**JOB SUMMARY**

The Museum Interpreters, working such hours as designated by the Curator during the months of May through August, share in and contribute to a strong team atmosphere while carrying out responsibilities for the day to day operation of the museums operated by the Prince Albert Historical Society. Typical duties include tending to artifacts, guiding tours, and conducting research.

Museum Interpreters will have an interest in local history, be friendly and outgoing, enjoy meeting members of the public, and display a high degree of motivation.

**KEY RESPONSIBILITIES**

Interpretation

- Greet all visitors in a friendly and helpful manner as soon as the visitors enter the museum, providing guide services within the museums and for the walking tour of the Downtown area.
- Research and learn available information with respect to the exhibits, and other local history. When uncertain of information, refer to other staff or Society volunteers.
- Answer queries by conducting research in the Bill Smiley Archives, searching available computer data bases and other reliable information sources.
- Conduct research and prepare artifacts for museum exhibits and travelling displays.

Artefact and Archival Assistance and Research

- Completing the initial paperwork associated with the donation of artifacts and archival material;

- Conducting data entry and verification, filing, and cataloguing tasks for new and existing artifact and archival documentation;
- Providing clerical and administrative assistance with the day to day operations of the museums.

### Security

- Ensuring that all visitors are supervised, that where appropriate artifacts are locked away, and that all cash is properly recorded and safely stored.

### Museum Management

- Opening the museum may entail unlocking the museum and cancelling the alarm code; sweeping and clearing away debris accumulated outside the museum, in the entrance, and throughout the building; ensuring all appropriate lights are switched on; straightening displays; and replacing any hand-outs and sales items as required.
- Ensuring change is available at the admission desk and at the cash register where souvenir sales may take place, as well as ensuring that receipt books are accessible.
- Where necessary, throughout the day, ensuring that all supplies including kitchen and tea room supplies are stocked, and as appropriate that coffee is made and other beverages are available. Dust, tidy and otherwise clean all artifacts and display areas, and ensure cleanliness of all others areas, both public and non-public, on a regular basis in accordance with all regulations and requirements of Saskatchewan Health.
- Closing the museum will require that accounting for revenue is accurate and complete. Ensure that all rooms are clean, that all visitors have exited the facility, and the appropriate lights have been extinguished. Alarming and locking the museum may be required.

### **QUALIFICATIONS**

- Friendly and outgoing personality;
- Reliability and responsibility;
- High level of interest in history, particularly local history, and the operation of museums;
- Willingness to learn detailed tour information for all local museums and the Downtown walking tour;
- Self-motivated and able to work independently;
- Other qualifications as listed on job posting

