

Heritage Interpreter 1 - Youth Position

May 26, 2021 – September 6, 2021

\$15.20/ hour (30 hours/week)

The Heritage Interpreter Youth Position will provide excellent guest service in the museum gallery and gift shop in the form of tours, program facilitation, and informal interactions. The successful youth will be involved in researching, developing and implementing new gallery presentations and programs, and assist with the curation of the summer feature exhibit. Candidates must have strong interpersonal and communication skills, and cash handling experience.

Job description:

- Host visitors and interpret historical exhibits in the museum gallery.
- Support housekeeping with regular checks and cleaning
- Participate in the development of interpretive programming.
- Assist with events and programming.
- Deliver tours and public programming.
- Participate in the curation of the summer feature exhibit.
- Support the preparation of materials (i.e., craft supplies) and equipment for summer and fall programming.
- Provide visitor service and complete sales transactions at the front desk.
- Provide support to online programming and bookings.
- Other duties and assistance as needed.

Job Requirements

- Be able to use computer software included in the MS Office 2016 Suite.
- Have strong communication skills in English – both written and oral (intermediate to fluent French as well is an asset)
- Have strong interpersonal skills – as a team member and with a variety of age levels within the general public
- Be adaptable and flexible to job requirements, self-motivated and responsible
- Be flexible to after-hours and weekend shifts.
- Have reliable access to an internet connection should health regulations require a shift to working from home.
- Be able to provide a clear Vulnerable Sector check
- Public speaking skills are an asset and priority will be given to a fluent French speaker
- Have an understanding of Nanaimo's Indigenous and settler history.

Due to the ongoing COVID-19 public health emergency, the museum has adapted its operations to ensure we are meeting all WorksafeBC requirements. All employees will receive special COVID-19 training and orientation and are required to follow all the requirements and policies in place to support a healthy and safe work environment. These include:

- A strict cleaning schedule that all staff must follow
- Policies around staying home when sick.
- Employees must follow mask-wearing policies in and around museum venues and programming sites.
- Social distancing at work
- Safety protocols and workflow adjustments as required.
- At time of posting, all private rentals, events, and in-person school and public programming are on hold.

All applicants must meet eligibility criteria set out by Canada Summer Jobs:

- Be between 15 and 30 years of age at the start of the employment;
- 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; and
- Be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations

This position is subject to funding approval. Applicants with an education in history or tourism and strong communication and interpersonal skills are preferred. Public speaking skills are an asset and priority will be given to a fluent French speaker. The position is open to the Government of Canada's equity groups (i.e., women, persons with disabilities, visible minorities, Indigenous Peoples, and new Canadians.)

Applications will be accepted until 4pm Tuesday, April 6, 2021, and can be emailed to:

Steph Kveton, Program Coordinator

Re: YCW Heritage Interpreter

Postings@nanaimomuseum.ca

The Nanaimo Museum is a registered charity that engages the community and visitors in meaningful experiences relating to local cultural heritage. The Nanaimo Museum is located on Vancouver Island, on the traditional territory of the Snuneymuxw First Nation. The City of Nanaimo has approximately 90, 000 citizens. The region includes heritage and ecological attractions.