

## Job Description

### St. Andrews Rectory Historic Interpreter – 2 positions

The St. Andrews Rectory is a National Historic site located at 374 River Road in St. Andrews and is operated by the St. Andrews Heritage Committee. The site and surrounding areas are where many of the early Red River Settlers located with nearby heritage sites including St. Andrews Church, Lower Fort Garry and Captain Kennedy House.

The Historic Interpreter positions; working under the supervision and direction of the Museum Coordinator, lead committee members and the Recreation Director, will be responsible for the day-to-day interaction with the general public and tours for seniors and children's groups.

#### DUTIES and RESPONSIBILITIES INCLUDE:

- Opening and/or closing the museum on a rotating basis and general housekeeping and cleaning
- Working with the Museum Coordinator and lead volunteers
- Greeting visitors in person, answering phones and emails and compiling statistical visitor data
- Guiding visitors through the museum and explaining the history of the Red River Settlement
- Conducting tours of the St. Andrews Rectory by providing well researched factual information
- Delivering programs/activities to engage visitors, focusing on children attending with families, schools, daycares and summer camps
- Cleaning, assembling, displaying accessioning and deaccessioning artifacts for viewing
- Assisting in completing daily guest statistical information
- Assisting in preparing display materials for presentation booths and local festivals
- Assisting in the maintenance of the yard, garden, flower beds and composting equipment
- Any other duties as assigned (i.e. project work)

#### QUALIFICATIONS

This position will appeal to university or college students enrolled or interested in history, education, arts/drama, hospitality/tourism or museum work. This position is customer service driven and students need to enjoy working with and interacting with people of all ages. Computer skills are also necessary for this position.

#### OTHER DETAILS AND APPLICATION PROCESS

<b>Job Duration</b> – 14 wks – May 28 – Aug 31, 2018	<b>Job Hours</b> – 35 hrs/wk – 7 hrs/day
<b>Grant Requirement</b> – should be returning to school FT in fall of 2018	<b>Salary</b> – \$12.00 - 13.50/hr
<b>Job closing date</b> – Friday April 6, 2018	

**Hours** – June 5 – August 31; Daily from 10 am–5 pm, Wed 10 am–8 pm, Sun noon–5 pm, closed on Mondays

**Email or fax covering letter and resume to:**

[recreation@rmofstandrews.com](mailto:recreation@rmofstandrews.com) or fax 204-738-2500

Subject line: "St. Andrews Rectory – Historic Interpreter"

We will make every effort to hire the most qualified candidates and we encourage applicants from the following groups to apply; Aboriginal or Metis people, women, visible minorities or persons with a disability. **We wish to thank all applicants for their interest however, only candidates selected for an interview will be contacted.** There are no direct bus routes to this location so transportation is required to and from work.