



EMPLOYMENT OPPORTUNITY

Uxbridge Historical Centre – Interpretive Guides, contract

The Uxbridge Historical Centre (Uxbridge-Scott Museum & Archives) is seeking to hire young Interpretive Guides for the Museum who will focus on key areas of museum work: visitor services, public programming and outreach, and special events. The guides will provide tours of the museum and its current exhibitions, assist with annual community events such as Family Kite Day and Heritage Days, and help plan and deliver children's programs, camps, and activities that engage participants and nurture an interest in local history. In addition, the youth will participate in staff meetings, health and safety initiatives and other training opportunities.

Interpretive Guides will have the opportunity to expand their knowledge of local history, strengthen their communication and customer service skills by presenting information in a way that both interests and informs people of various ages and backgrounds, and to understand first-hand the daily operations of a community museum. Further, they will gain meaningful experience in planning and developing activities and working with others.

Responsibilities

- Engage Museum visitors by providing informative, accessible, relevant interpretation of current exhibitions and tours
- Assist with planning and running children's summer camps (2 weeks) and additional programs for children
- Provide exceptional customer service; treat all visitors with courtesy and respect; track daily statistics; promote Museum exhibitions and events
- Assist with planning and implementation of fundraising and special events and other development initiatives
- Participate in staff meetings, operational planning and support overall museum life
- Assist in museum gift shop, providing product knowledge and merchandising ideas
- Participate in all health & safety initiatives and training opportunities

Qualifications

- Interest in museums, tourism, marketing or related fields
- Exceptional people-skills; comfortable presenting information to individuals and groups
- Strong oral communication skills
- Strong customer service skills; ability to work well independently or part of a team
- Good computer skills (Microsoft Office, data entry, research)
- Flexibility and willingness to adapt to changing priorities
- Experience working with children and volunteers an asset
- Bilingualism an asset
- Knowledge of early Ontario history and Uxbridge Township history is considered an asset
- Ability to work flexible hours, including evenings and weekends (as required)

This is an 8 - 12-week, contract position starting in late May, pending funding approval. The rate of pay is \$15.75 per hour, based on 35 hours per week. Candidates must meet all requirements of Canada Summer Jobs program.



If you are interested in joining our team, please forward your resume and cover letter describing your experience and qualifications to museum@uxbridge.ca by **April 21, 2023 at 4:00 p.m.** Please identify *Interpretive Guide - Museum Application* in the subject heading.

This position is subject to providing proof of full vaccination against COVID-19 in alignment with the Township Policy September 23, 2021, COVID-19 Vaccination Policy. Successful candidates will be required to be fully vaccinated with a Health Canada or the World Health Organization approved COVID-19 vaccine series with the final dose at least 14 days prior to your start date. The Township will consider cases requiring accommodation as stipulated by relevant employment standards legislation or regulation and/or the Ontario Human Rights Code.

We are an Equal Opportunity Employer in accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code (OHRC). The Township of Uxbridge will provide accommodations throughout the recruitment and selection and/or assessment process to applicants with disabilities and/or needs related to the OHRC. Personal information provided is collected under the authority of The Municipal Freedom of Information and Protection of Privacy Act.