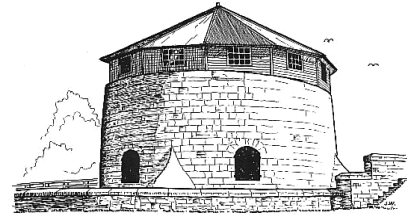


# Murney Tower National Historic Site Museum

*PO Box 54, Kingston, Ontario, K7L 4V6*

*Operated by the Kingston Historical Society since 1925*



## **Chief Interpreter (1 position)**

Murney Tower Museum is a small locally-run museum that explores the military history of Kingston and Martello Tower Fortifications. Murney Tower is a part of the UNESCO World Heritage Site of the Rideau Canal and Kingston Fortifications. The Museum offers programming for schools and other special interest groups while serving the local, national and international community.

### Description:

The Chief Interpreter will be in charge of the day to day operations at the Museum, including responding to inquiries, light cleaning tasks, admission, tracking finances and supporting the interpreters in visitor services such as tours and programming. The Chief Interpreter will schedule and supervise the other Interpreters. Each Interpreter will work with the Museum Committee and Curator to choose a major project for the summer. Must be a student returning to full-time studies in the fall.

Rate of Pay: \$14.50

Hours: 9:45-5:15, 35 hours a week, From May 4th to September 7th (Must be willing to work a varied schedule including weekends and statutory holidays)

### Key Skills:

- Proficiency with a computer, email
- Proficiency in Microsoft Suite including word, excel, etc.
- Public speaking skills
- Research skills
- Strong organizational skills
- Strong interpersonal and customer service skills
- Ability to work independently
- Takes initiative, leadership skills
- Must obtain and maintain a satisfactory CPIC (Criminal Record Check), museum will reimburse student

### Assets:

- Knowledge of French
- Knowledge of an additional language; particularly German
- Educational training, experience creating programming
- Experience with POS systems
- Cash handling experience
- Experience scheduling
- Tour guide experience
- Experience with children
- Event planning experience

Please email a resume and cover letter to [murneytower@gmail.com](mailto:murneytower@gmail.com) by February 21<sup>st</sup>