

KINGSTON HISTORICAL SOCIETY *Established 1893*
P.O. Box 54, Kingston, ON Canada K7L 4V6
www.kingstonhistoricalsociety.ca



Historical Interpreter (3 positions)

Murney Tower Museum is a small, local museum operated by the Kingston Historical Society in partnership with Parks Canada. It is one of four Martello Towers in Kingston and is part of the UNESCO World Heritage Site of the Rideau Canal and Kingston Fortifications. It is also the oldest operating museum in Kingston, having celebrated its 95th birthday in 2020. The museum has over a thousand domestic and military artifacts and offers tours, programming, and exhibits.

Job Description:

The Historical Interpreter will be in charge of the day-to-day operations at the Museum, including responding to inquiries, managing online bookings, cleaning tasks, admission, and tracking finances. Interpreters are the regular onsite staff and will manage pre-booked tours. Each Interpreter will work with the Museum Director and Manager to choose a major project for the summer. Must be a student returning to full-time studies in the fall.

Rate of Pay: \$14.25

Hours: 9:45-5:15, 35 hours a week, From May 3rd to September 13th (Must be willing to work a variable schedule including weekends, statutory holidays and overtime)

Key Skills:

- Advanced computer skills
- Proficiency in Microsoft Suite including word, excel, etc.
- Advance written and oral communication skills (English)
- Public speaking ability
- Research skills
- Ability to multitask
- Strong organizational skills
- Ability to work independently
- Takes initiative
- Works well in a team
- Talking to others to convey information effectively
- Actively looking for ways to help people

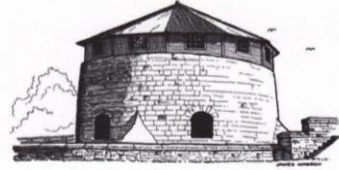
Assets:

- Knowledge of French

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- Knowledge of an additional language; particularly German
- Experience with children
- Tour guide experience
- Experience with POS systems
- Cash handling experience
- Experience scheduling
- Event planning experience

Please email a resume and cover letter to Simge Erdogan at manager@murneytower.com by **February 26th, 2021**.