

Organization: Ross House Museum

Position Title: Programming Assistant - Interpreter

Position Term: May 15 to September 4, 2024 (16 weeks)



About Us

Ross House Museum is operated on behalf of the City of Winnipeg by the Board of Seven Oaks House Museum. Built from 1853-1854 for William and Jemima Ross, it was used as the first Post Office in Western Canada. The restored dwelling is open to the public from June 1st until August 31st . Guided tours are offered during open hours and admission is by donation.

The museum offers visitors an immersive glimpse of life during the 19th Century through the eyes of a prominent Scottish-Metis family, and preserve important collections of cultural heritage from the Red River Settlement.

More information on Ross House Museum can be found at: <http://www.rosshousemuseum.ca>

Overview

Reporting to the Curator/Manager, the Programming Assistant - Interpreter will implement innovative programs to engage visitors, cultivate community partnerships and help build the museum's public profile. They will also be an engaging storyteller who makes the history of Seven Oaks House enjoyable and understandable to a broad range of visitors.

As part of a team working together and under the direction of the Curator/Manager, the Programming Assistant – Interpreter will provide guided tours of the historic home as needed in addition to their other core duties. They will gain substantial experience with the development and delivery of public programming by supporting school programs, specialized tours and other events. The successful applicant will be thoughtful, detail oriented and creative, with a passion for learning and an open mind.

The Programming Assistant - Interpreter will:

- Assist the team in delivering public programming, such as walking tours, day-camp visits and community events.
- Assist in the planning, marketing & execution of a large community event.
- Maintain the museum's social media presence.
- Deliver our summer early-childhood education program.
- Assist in developing specialized tours and programs for groups.
- Learn best practices for artifact handling and preventive conservation through the on-going maintenance of the museum.
- Assist with day to day operations by providing guided tours of the exhibits and heritage house, providing visitor service and assisting with start of day/end of day tasks.

Competencies/Experience

- Must be between the ages of 16 and 30, and meet all other eligibility criteria for the Young Canada Works program.
- University or College education in any of the following areas is preferred: Museum Studies, Education, Tourism & Hospitality, Cultural Studies, History, Anthropology, Art History, Indigenous Studies
- Demonstrated interest in Canadian history and related issues is an asset
- Experience working with artifacts is an asset

- Excellent communication and organizational skills are required, along with a high degree of accuracy and attention to detail
- Self-motivated, able to work independently and as part of a team
- Proficiency in spoken and written English is essential
- Fluency in both official languages an asset
- Strong interpersonal and team work skills
- Ability to be an engaging storyteller to a variety of audiences
- Experience in heritage, tourism or hospitality industries an asset

Employment Terms

Employment is seasonal from: **May 15th, 2024** through to **September 4, 2024**.

The Programming Assistant – Interpreter will be scheduled at 30 hours/week for the 16 week term. The museum is open Wednesday to Sunday, from 10:00am to 4:00pm daily. The day's shift includes one, 30-minute, unpaid lunch break.

Please declare any expected periods of absence with your cover letter.

Employment is paid hourly at the rate of **\$16.90** per hour.

Position reports to the Curator / Manager. Position is subject to a 6-week probationary period.

Working Conditions and Physical Demands

- Long periods of standing, walking
- Heritage building environment
- Ability to navigate stairs and lift up to 15kg
- Physical dexterity to safely handle artifacts is required

Seven Oaks House Museum is committed to supporting equity and diversity in the workplace. We encourage applicants to voluntarily self-declare if they are members of the Government of Canada's job equity groups, such as women, persons with disabilities, candidates who identify as Black, a Person of Colour, Indigenous, Métis or Inuit peoples, or those in the LGBTQ2 community.

We recognize that diverse life and learning experiences may be equivalent to academic or professional qualifications, and invite any eligible individuals to apply.

Applications

Closing date: **May 1, 2024**

Interested applicants should apply through Young Canada Works and also submit their resume & cover letter to:

Ross House Museum

Eric Napier Strong, Curator / Manager

sohmcurator@gmail.com

Subject: Programming Assistant - Interpreter

Please attach one PDF file to your email that includes both your cover letter & resume.

We thank all candidates for their interest; however, only candidates selected for further consideration will be contacted.