

Heritage Interpreter (YCW)

The Old Log Church Museum (OLCM) is seeking an enthusiastic, outgoing, and organized Heritage Interpreter. The successful candidate will have a strong interest in history and working with the public. Post-secondary full-time students studying in a related field such as museum studies, history, anthropology, archeology, First Nations studies, education, tourism, archival/records management, or office administration are preferred.

The primary responsibility of the Heritage Interpreter will be to perform museum front-line duties including receiving visitors to the museum, collecting admission and orienting visitors, delivering interpretive tours, and conducting gift shop sales. The Historical Interpreter, under the supervision of the Executive Director, will work in conjunction with the Museum Assistant to develop a children's art competition, design a small exhibit based on submissions received, and implement previous programming recommendations. Along with the Museum Attendant and Collections Assistant, the Heritage Interpreter will revise and update a self-guided tour to meet the needs of our audience. Other tasks include developing and delivering special events. The Heritage Interpreter will also assist the Executive Director by completing administrative tasks as required. This is a great opportunity to learn about Yukon history, make new connections, develop your interpretive skills, and gain valuable hands-on experience developing exhibitions and public programs!

Please note this position is dependent on funding. Only successful candidates will be contacted.

Essential Qualifications

- Post-secondary student working towards a degree or diploma in a related field;
- Registered as a full-time student during the preceding academic year;
- Intend to return to school on a full-time basis during the next academic year;
- Between 15 and 30 years of age (inclusive) at the start of employment;
- Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act;
- Ability to stand for extended periods of time and navigate stairs without difficulty.

Desired Knowledge and Skills

- Strong interest in history, especially Yukon history, as well as interest in working with museum collections;
- Studying in a related field including but not limited to museum studies, history, anthropology, archaeology, First Nations studies, education, tourism, archival/records management, or office administration;
- Strong organizational and time management skills;
- Attention to detail;
- Office administration and/or filing skills;
- Strong oral and written communication skills;

- Comfortable and willing to speak publicly;
- Ability to work independently and as a part of a team;
- Experience conducting research;
- Proficient in the use of computers including MS Office Word and Excel;
- Experience working with databases and Adobe Suite is considered an asset;
- Fluency in French, German, or another language is considered an asset;
- First Aid certification is considered an asset.

The Old Log Church Museum welcomes diversity and encourages applications from all qualified candidates including women, persons with disabilities, Aboriginal peoples and visible minorities.

Hours: 40 hours a week including one shift on weekends

Term: approximately 14-16 weeks (dependent on funding)

Rate: \$14/hr

Closing Date: April 3, 2017 at 5 pm PST

Anticipated Start Date: May 15, 2017

Apply by email with cover letter and résumé to:

Kaitlin Normandin

Executive Director

logchurch@klondiker.com

Subject: Heritage Interpreter application