

# Career Opportunity



**Position:** Museum Interpreter (Temporary, Part-Time)

**Closing Date:** September 1, 2017

**About Us** At the City of Kamloops, we are focused on creating the highest levels of service excellence, based on an organization-wide community culture that celebrates the employees who make it all happen. We offer many advantages including ongoing training and professional development opportunities, coupled with exceptional benefits, all in the beautiful natural setting of the BC Interior.

Kamloops is Canada's Tournament Capital, a family and business-friendly community committed to providing great customer service, enhancing community partnerships, and supporting economic growth. Our 700 employees provide customer services and programs to a local and regional population of 125,000 people. Kamloops provides abundant recreational possibilities for residents and visitors alike, as well as education and culture opportunities and activities.

**Title** Museum Interpreter (Temporary, Part-Time)

**Job ID** 999

**Pay Class** Salary

**Days of Work** Non-Normal

**Hours of Work** Wednesday to Saturday  
12:30 p.m. - 4:30 p.m.

**Position Overview** Performs skilled programming work of a relatively complex nature under the supervision of the Museum Supervisor. Work involves planning, designing, directing, promoting, and implementing all museum programs in consultation with the Museum Curator to ensure connections to the permanent collection and temporary exhibits. The work also involves the requisition of program supplies and resource material; maintaining the museum's web page; preparing brochures and ads; and acting in a consultative capacity with public agencies, educators, and recreational groups. The incumbent is responsible for designing all programs and for delivering those programs to the public. The job involves inside work, with exposure to dust and mould from exhibits and artifacts, and the possibility of minor injuries when working with exhibits and museum patrons. The incumbent is responsible for care, accuracy, and attention to detail in the provision of service and information when educating the public on the museum exhibits. Errors are normally minor in nature and readily accommodated. Internal and external relationships are of a routine nature with groups of all ages and require some tact and diplomacy when dealing with the general public. Ordinary care prevents minor injury to others.

**Responsibilities**

1. Develops, organizes, and delivers a diverse range of museum programs, tours, and special events with some direction from, and in consultation with, the Museum Supervisor and Museum Curator.
2. Works with the Museum Curator in the design and development of programs for permanent and temporary exhibits.
3. Liaises with community agencies, special interest groups, School District No. 73 staff, and the general public regarding community programs and museum outreach opportunities.

4. Prepares, organizes, and distributes informational brochures and marketing and advertising material for radio, newspaper, and Internet promotions.
5. Prepares reports, as required, on programs, special events, and upcoming events.
6. Circulates regularly on all museum floors, interacting with visitors, groups, and members of the public.
7. Provides break coverage for the Museum Clerk position.
8. Opens and closes the museum on Saturdays.
9. Conducts presentations to museum patrons.
10. Works with volunteers in the museum.
11. Performs related duties as required.

**Requirements** REQUIRED SKILLS, ABILITIES, AND KNOWLEDGE:

1. Considerable knowledge in the research, development, organization, and coordination of museum programs.
2. Ability to give presentations utilizing a wide variety of formats and to a wide variety of audiences.
3. Ability to design and conduct a variety of tours, educational programs, and craft workshops for children and adults using diverse and creative teaching methods, techniques, and tools.
4. Ability to communicate effectively with children and adult groups.
5. Ability to exercise tact and diplomacy when dealing with the general public.
6. Knowledge of administrative detail and report writing.
7. Knowledge of the Internet and computer software, including PowerPoint.
8. Knowledge of educational materials and resources that are available online.
9. Ability to work co-operatively with other museum staff.

PREFERRED TRAINING, EXPERIENCE, MEMBERSHIPS, ETC.:

1. A Masters' degree in Museum Studies, Art History, History, Social Sciences, or Humanities.
2. Three years' experience in a museum or gallery setting.
3. Previous experience in public speaking.
4. Previous marketing experience.

REQUIRED EXPERIENCE, LICENCES, CERTIFICATES, ETC.:

1. A Bachelors' degree in Fine Arts, Art History, Social Sciences, or Humanities.
2. Minimum one year's previous experience in a museum or gallery setting with curatorial experience.

3. BC Driver's Licence - Class 5.

For new hires, and for those working in designated positions of trust, including those working directly with vulnerable persons, no formal offer of employment will be made until an applicant completes and passes a criminal record check.

**Department** Parks, Recreation & Culture

**Position Type** Temporary part-time

**Reports To** Museum Supervisor

**City** Kamloops

**Province** British Columbia [BC]

**Country** Canada [CA]

**Position** CUPE Salary

**Hourly Wage** \$29.31

**Closing Date** 9/1/2017

**Compensation & Benefits Overview** Please note this is a temporary position until approximately October 27, 2017.

Refer to Article 19(g)(i) in the City of Kamloops/CUPE 900 Collective Agreement regarding Benefit Allowance for part time and temporary employees.

Please note that persons with disabilities who require accommodation with the application process may contact the Human Resources Department for assistance at (250) 828-3439.

To apply for this position, please visit our website at <http://www.kamloops.ca/hr/index.shtml>