

Museum Interpreters



Starting Date

Immediate

Duties

Interpreters are employed to provide friendly and prompt service in the delivery of guided tours of museums. The job duties include but are not limited to:

1. Interpret accurate and engaging historical information to visitors of the historical site;
2. Demonstrate the culture or “way of life” of the people of the period to include the daily life tasks;
3. Open, close, and care for the historic site;
4. Develop programs and carry out the preparation and management for various events for the historic site;
5. Monitor visitors’ activities in order to ensure compliance with museum’s regulations and safety practices;
6. Record visitor statistics and conduct other forms of visitor research.

Qualifications

Those individuals employed as Interpreters must possess a sound knowledge of the Card Home and the Courthouse Museum, training will be provided. In addition, Interpreters must:

1. Be able to courteously and efficiently deal with public inquiries;
2. Be flexible so as to effectively deal with a varying number of personalities and situations;
3. Be neat and orderly;
4. Be friendly, courteous and helpful at all times in all situations;
5. Be a dependable, self motivated person who is able to work independently;
6. Possess good communication skills.

Hours

Hours are based on a rotating schedule, requiring work during various periods of the day; and work on some weekends excluding Sundays.

1 position 40 hrs/wk: Immediate to August 30

Application Deadline:

Until a suitable candidate is found

Application and Resume

Jill Heninger
Director of Corporate Services
Box 280
Cardston, AB T0K 0K0
jill@cardston.ca