Dartmouth Heritage Museum
26 Newcastle St, Dartmouth NS B2Y 3M5 | (902) 464 2300 | www.dartmouthheritagemuseum.ns.ca

**Heritage Interpreter – Job Description**

**Employment Term:** *12 May 2025 – 22 August 2025 (15 weeks)*

*Wednesday to Sunday 9:00am - 5:00pm; 40 hours/week at $17.85/hour; evenings as required*

Interpreters are the front line, the face of the museum, and are most responsible for a positive, informative, and enjoyable visitor experience.

Together, the team of Heritage Interpreters will have the opportunity to complete project-based work that provides **meaningful and career-building experiences for students and emerging professionals** with an interest in Galleries, Libraries, Archives, and Museums (GLAM) or other relevant fields. Projects include composing an article to be published in the DHM newsletter *The Gazette*, conducting research and developing content for DHM exhibition plans, contributing research to our upcoming *DHM Heritage Cookbook*, digitizing DHM photo collections in our off-site warehouse of 42,000 objects, co-creating content for the National Trust for Canada's *Historic Places Days* campaign, and facilitating community events and/or programs in the museum.

The ideal candidate for the Heritage Interpreter positions would be a university or college student who is enrolled in a general arts program, history, archaeology, anthropology, communications studies, information, museum studies, or education. They will possess excellent communication and organizational skills, a strong work ethic, work well both in a team and individually on projects, be familiar with Microsoft Office programs (Word and Excel), and have familiarity with the Google Workspace platform (Drive, Docs, Sheets). A second language would be considered an asset. Experience using Canva and Collective Access would be considered assets.

**The main duties for the Heritage Interpreter are as follows:**

- Giving tours at the Historic Houses (Quaker House, Evergreen House)
- Answering public inquiries in-person and via phone
- Partaking in collection digitization, inventory, and data entry
- Conducting research for exhibition planning and development
- Facilitating events and programs for community and youth groups
- Performing basic administrative and gift shop duties, e.g. handling sales and cash
- Assisting with event set-up and tear-down
- Other Duties as Assigned

Additional assigned duties include light housekeeping, keeping visitor statistics, and developing content on DHM Social Media platforms.

Applications must include a cover letter and resume and will be accepted until April 21, 2025 at 11:59pm by regular post or email. **Applications must be addressed to Amanda Furniss, DHM Executive Director**. Applications can be sent to manager@dartmouthmuseum.ca, or mailed to Dartmouth Heritage Museum, 26 Newcastle Street, Dartmouth, NS, B2Y 3M5.

*This position is grant funded. To qualify for this position, the applicant must be aged 15 to 30 years who is legally entitled to work in Canada. Applicants must be enrolled in high school, college, CEGEP or a university program. A criminal and vulnerable sector check will be required.*

*The Dartmouth Heritage Museum Society is committed, at all locations under its management, to a culture of respect, inclusion, equity, and diversity. The Society recognizes the valuable differences among each of us. We welcome applications from Indigenous Peoples, African Nova Scotians and other underrepresented persons and persons with disabilities.*