

The City of Pickering is committed to creating an equitable, diverse, and inclusive workplace and strives to foster a sense of belonging, empowerment and respect among all employees and community members. We recognize and value that diverse perspectives, skills, backgrounds, and lived experiences contribute to the growth and strength of our organization and community. As such, we welcome and encourage applications from Indigenous Peoples and equity-deserving communities including women, persons with disabilities, racialized persons, persons who identify as 2SLGBTQI+, and other diverse communities.

## Museum Interpreter

Term, Mars – Août 2025, \$28.94/hr

Le titulaire du poste est chargé de diriger et de présenter des programmes patrimoniaux sûrs, agréables, interactifs et éducatifs. Les programmes patrimoniaux comprennent, entre autres, des visites éducatives et publiques, des programmes de sensibilisation, des présentations de conférenciers invités, des programmes enregistrés et des fêtes d'anniversaire. Le titulaire du poste apporte également son aide et son soutien à la recherche et au développement des programmes patrimoniaux, selon les besoins.

### Successful applicants will possess the following:

- Diplôme d'études supérieures en éducation, histoire, muséologie ou équivalent de préférence, ou toute combinaison d'études, de formation sur le lieu de travail et d'expérience jugée acceptable par la Société.
- Une année d'expérience professionnelle en rapport avec la diffusion de programmes destinés au public, et en particulier aux enfants.
- Une expérience en tant qu'enseignant, interprète historique ou guide est un atout.
- L'expérience de la recherche et de l'élaboration de programmes et/ou de plans de cours est un atout.
- Excellentes compétences en matière de communication (orale et écrite), de relations interpersonnelles et de service à la clientèle.
- Bonne connaissance de l'histoire du Canada, avec la capacité et la volonté d'entreprendre des recherches indépendantes afin d'élargir et d'approfondir la compréhension et les connaissances.
- Solides compétences organisationnelles et capacité à gérer plusieurs tâches et à établir des priorités.
- Capacité à lire, à comprendre et à interpréter pour le public le matériel historique et les programmes proposés par le musée.
- La connaissance et la capacité à exercer et à démontrer des métiers et/ou des compétences domestiques du XIXe siècle seraient un atout.
- La connaissance des objectifs et des programmes d'enseignement de l'Ontario est un atout.
- La connaissance des Normes applicables aux musées communautaires de l'Ontario est un atout.
- Le candidat doit être disponible pour travailler au moins trois jours de semaine pendant les périodes de pointe du programme.
- Il doit être flexible et disposé à travailler toute l'année (y compris l'été, les soirs, les week-ends et les jours fériés) en fonction des exigences du programme et de la location.
- Être médicalement et physiquement apte à exercer les fonctions du poste.
- Doit être prêt à se soumettre à un contrôle du secteur vulnérable comme condition d'emploi.
- Doit être titulaire d'un certificat de secourisme standard, d'un certificat de réanimation cardiorespiratoire (RCR) et d'un certificat de défibrillateur externe automatisé (DEA) en cours de validité.
- Être disposé à participer à la formation High Five (une seule fois).
- Doit être disposé à suivre chaque année une formation au DEA.
- Doit posséder un permis de conduire valide de catégorie G de l'Ontario et disposer d'un véhicule personnel à utiliser dans l'exercice de ses fonctions. Le candidat doit consentir à passer régulièrement des examens de conduite par l'intermédiaire du ministère des Transports. Un dossier de conduite vierge est préférable.

- Demontre un engagement et un respect de tous les aspects de la santé et de la sécurité au travail (législation, politiques et procédures de l'entreprise) applicables au poste.
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Qualified candidates may complete an **online application form** prior to February 6, 2025. You will be required to upload your resume and cover letter (PDFs only). We thank all applicants for their interest, however, only those selected for an interview will be contacted. In accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, personal information is collected under the authority of the *Municipal Act* and is used for the purpose of candidate selection.

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The City of Pickering is committed to inclusive and barrier-free employment practices, and to creating a workplace that reflects and supports the diversity of the community we serve. Accommodations are available throughout the recruitment process in accordance with the *Accessibility for Ontarians with Disabilities Act*. Accessible formats and supports can be requested. For assistance, please contact the Human Resources Department at 905.420.4627 or [hr@pickering.ca](mailto:hr@pickering.ca).

## **An Equal Opportunity Employer**



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## Museum Interpreter (Fluent in French)

<b>Requisition ID:</b>	129692
<b>Department:</b>	Community Services
<b>Classification:</b>	Term
<b>Affiliation:</b>	CUPE Local 129
<b>Vacancy Reason:</b>	Existing
<b>Shift/Hours:</b>	Varied, 40 hours max. per week.
<b>Salary Range:</b>	\$28.94/hr
<b>Work Location:</b>	Pickering Museum Village
<b>Date Posted:</b>	January 6, 2024
<b>Deadline to Apply:</b>	February 6, 2024

### Job Summary

The City of Pickering is seeking a dedicated and motivated individual to join our team in the role of Museum Interpreter.

### Primary Responsibilities

- Delivers on-site interactive and hands-on heritage interpretive programs in a safe and engaging manner, successfully meeting program objectives and goals (including Ministry of Education Curriculum).
- Conducts engaging and specialized interpretive tours to groups and individuals of all ages.
- Presents off-site outreach programs to the public in schools and other indoor and outdoor venues as scheduled.
- Sets up own program material, monitors supply and material levels, and cleans up program material daily (includes starting of fires as required, material prep for next day, and light housekeeping of high traffic areas in heritage buildings).
- Adheres to and follows daily opening and closing procedures to support preservation and security of artifacts, buildings, exhibits, and grounds.
- Monitors program materials and supplies and communicates supply and preparation needs to the appropriate staff providing sufficient notice to ensure smooth program delivery to participants.
- Attends and participates in compliance and skills training and staff meetings as required and scheduled.
- Maintains positive public relations with visitors and partner organizations.

Additional secondary responsibilities may apply and will be outlined in the Job Description, which will be provided to candidates selected for an interview.

### Education and Experience

- Post secondary diploma/degree in Education, History, Museum Studies, or equivalent preferable, or any combination of education, workplace training, and experience deemed to be acceptable by the Corporation.
- One year of related work experience dealing with programming delivery to the public, and particularly to children.
- Experience as a teacher, historical interpreter, or docent is an asset.
- Experience researching and developing program and/or lesson plans is an asset.

### Knowledge, Skills and Abilities

- Excellent communication (oral and written), interpersonal, and customer service skills.

- Sound knowledge of Canadian history, with ability and willingness to undertake independent research to broaden and expand understanding and knowledge.
- Strong organization skills and the ability to manage multiple tasks and prioritize.
- Ability to read, understand, and interpret to the public the historical material and programs provided by the Museum.
- Knowledge of and ability to perform and demonstrate 19th century trades and/or domestic skills would be an asset.
- Knowledge of objectives and curricula for education in Ontario is an asset.
- Knowledge of the Standards for Community Museums in Ontario is an asset.
- Must be available to work a minimum of 3 available weekdays during peak program seasons.
- Must be flexible and willing to work all year (including summer, evenings, weekends, and holidays) as program and rental demands require.
- Must be medically and physically fit to perform the duties of the position.
- Must be prepared to undergo a Vulnerable Sector Screening as a condition of employment.
- Must hold current Standard First Aid, Basic Rescuer CPR-C and Auto External Defibrillator (AED) certifications.
- Must be willing to attend High Five training (one-time only).
- Must be willing to attend AED training annually.

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**Pickering: A complete, world-class city... inclusive, connected, caring and prosperous.**

