

Job Description

St. Andrews Rectory - Historic Interpreter

The St. Andrews Rectory is a National Historic site located at 374 River Road in St. Andrews and is operated by the St. Andrews Heritage Committee. The site and surrounding areas are where many of the early Red River Settlers located with nearby heritage sites including St. Andrews Church, Lower Fort Garry, and Captain Kennedy House.

The Historic Interpreter position works under the supervision and direction of senior staff, lead committee members and the Recreation Director, will be responsible for the day-to-day interaction with the general public, as well as tours, programs and events for seniors, families, and children's groups.

DUTIES and RESPONSIBILITIES INCLUDE:

- Opening and/or closing the museum on a rotating basis and general housekeeping and cleaning
- Working with the Museum Administrator and lead volunteers
- Greeting visitors in person, answering phones and emails, and compiling statistical visitor data
- Guiding visitors through the museum and explaining the history of the Red River Settlement
- Conducting tours of the St. Andrews Rectory by providing well researched factual information
- Delivering programs/activities to engage visitors, focusing on children attending with families, schools, daycares and summer camps
- Cleaning, assembling, displaying accessioning and deaccessioning artifacts for viewing
- Assisting in preparing display materials for presentation booths and local festivals
- Assisting in the maintenance of the yard, garden, flower beds and composting equipment
- Assisting in the gift shop operations such as displays and sales
- Any other duties as assigned (i.e., historical project work)

QUALIFICATIONS:

This position will appeal to high school or university/college students enrolled or interested in history, education, arts/drama, hospitality, tourism, communications, or museum work. This position is customer service driven and students need to enjoy working and interacting with people of all ages. Computer skills are also necessary for this position.

Job Duration – TBD between May 1 – Aug 30, 2024	Salary – \$15.40-\$17.00/hr (DOQ)
Job Hours – 35 hrs/wk; 7 hrs/day (weekend shifts required)	Job closing date – April 12/24

Spring Hours – April & May – Tues-Sat 10 am–5 pm; June – Tues-Sun 10 am–5 pm; closed Mondays

Summer Hours – July & August – Tues-Thurs 10 am–8 pm, Fri-Sun 10 am–5 pm; closed Mondays

Qualified candidates should **email a cover letter and resume with references to:**

Teresa Howell, Recreation Director, RM of St. Andrews at recreation@rmofstandrews.com

Subject line: "St. Andrews Rectory – Historic Interpreter"

We will make every effort to hire the most qualified candidates and we encourage applicants from the following groups to apply; Aboriginal or Metis people, women, visible minorities or persons with a disability. We wish to thank all applicants for their interest however, only candidates selected for an interview will be contacted. There are no direct bus routes to this location so transportation is required to and from work.