



The Essex Region Conservation Authority is seeking a
Interpreter
(Temporary Contract ~18-19 months)

Position Title: Interpreter (Contract)

The **Interpreter (Contract)** is responsible for assisting with planning and implementation of museum and education programs as part of ERCA's cross-functional Community Outreach Team, which provides exceptional customer service to our internal and external clients and the broader community.

Responsibilities

- Conducts interpretive programs for schools and other groups
- Assists with planning and implementation of special events and programs.
- Assists with program bookings, gift shop sales and fundraising activities.
- Assists with conservation and maintenance of artifacts.
- Assists with the design and development of engaging and informative exhibits and displays for events and various outreach initiatives.
- Assists with volunteer and special grant employee coordination
- Carries out maintenance and janitorial duties, and other duties as assigned.

Requirements

- Diploma required in History, Museum Studies or a related field of study or an equivalent combination of education and experience, as deemed acceptable to the Employer.
- One year experience in interpretation or education
- Basic local natural/cultural heritage knowledge
- Excellent customer service and communication skills
- First Aid/CPR/AED certification
- English/French bilingual considered an asset
- Must provide police clearance for Vulnerable Sector (VS) Check (including Pardoned Sex Offender Database (PSOD))

WORKING CONDITIONS:

- Position is based on 28 hours per week. Work week schedule will vary throughout the year with significant evening and weekend hours required. Holiday work may be required.
- Hazards and Risks: Work with historical artifacts, modern and antique tools and implements as well as historical processes demonstrated in a living museum environment
- Environmental conditions: Work is performed both indoors and outdoors, with potential exposure to significant heat and cold, requiring prolonged standing/ walking, negotiation of obstacles, and bending or stooping

- Must present and wear period-appropriate clothing as part of interpretative responsibilities, including wool garments, hairstyle and accessories
- Must be able to start and safely extinguish fires, standing/ walking for up two hours at a time, negotiation of obstacles, and bending or stooping. Position requires some minor maintenance activities such as washroom cleaning and snow removal; with potential exposure to inclement weather, heat and cold.
- Occasional schedule changes and overtime on short notice

Department: Community Outreach Services

Union Affiliation: n/a

Job Status: Temporary Contract (~18-19 months)

Hours of Work: 28 hours per week; weekly schedule varies throughout the year with significant evening and weekend hours. Holiday work may be required.

Posting Added Date: January 24, 2019

Posting Closing Date: February 1, 2019

Posting Closing Time: 4:30 p.m.

Positions to Fill: One (1)

Progress Status: Receiving Applications

Office Location: 360 Fairview Avenue West, Suite 311, Essex, ON N8M 1Y6

Wage Rate: \$21.15 starting rate with scheduled increases

Grade: 1

Contact: Nicole Kupnicki, Executive Assistant
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careers@erca.org

- ERCA is an equal opportunity employer.
- We thank all applicants in advance, however, only those selected for an interview will be contacted.
- Personal information is collected in accordance with the Municipal Freedom of Information & Protection of Privacy Act and will be used for the purpose of this employment opportunity only.
- We are pleased to accommodate any individual needs under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If you require accommodation throughout the hiring process, please contact HR 519-776-5209 ext 354 to make your needs known in advance.