

POSITION DESCRIPTION

Position:	Summer Student– Minden Hills Cultural Centre	Type:	Non - Union
Incumbents:			
Reports To:	Economic Development, Destination and Marketing Officer, or designate(s)		
Date:		Next Review Date:	TBD
Positions Supervised:	none		

PART I - DESCRIPTION OF JOB REQUIREMENTS

General Accountabilities

The Summer Student for the Minden Hills Cultural Centre and Economic Development Department, working directly with the Curator of the Cultural Centre and the Economic Development, Destination and Marketing Officer (EDDMO) for the Township, provides assistance to the Curators.

Specific Accountabilities

The following accountabilities are not listed in order of priority:

Maintenance & Operations

1. Implements living history activities as a Heritage Interpreter.
2. Informs visitors with explanations while demonstrating.
3. Assists with special events planning and preparation, may require some evenings.
4. Fills in to cover lunches which may require coverage of reception desks.
5. Welcomes visitors and answers questions about the Minden area.
6. Works indoors and outdoors wearing time period costumes.
7. Tracks attendance and upkeep of attendance statistics.
8. Works with volunteers.
9. Reports any major defects to equipment, property or process to the Economic Development, Destination and Marketing Officer, or designate(s) promptly.

Staffing

n/a

Communication

10. Public speaking with visitors.
11. Staff meetings periodically to review programming, feedback required.

Policy Compliance

12. Ensures compliance with Township and legislated policies, practices and procedures.
13. Complies with all Municipal and Provincial occupational health and safety legislation, regulations, policies and procedures, and must wear all safety apparel as required.
14. Attends necessary and/or approved educational workshops, seminars or webinars including the renewal of annual licencing as required.

Other

16. Performs other duties as required.

The above statements reflect the general details considered necessary to describe the principal functions and duties of the position and will not be construed as a detailed description of the work requirements that may be inherent in the job.

PART II - The following section headings will help describe the technical skills, education, experience and working conditions under which the incumbent is required to perform the job

Technical Skills/Experience

1. Interest in art history, museum studies, history, environmental studies or museum/gallery administration and, or related combination an asset.
2. Experience with word processing (MS Word).
3. The incumbent must be able to demonstrate good communication and public relation skills.
4. Ability to work independently with minimal supervision.
5. The incumbent must provide a criminal check on an annual basis.

6. Ability to maintain confidentiality where mandated or required.

Education/Training/Licences

1. Must be a student between the ages of 16 and 30 and returning to school in the fall.
2. Student will need to register with Young Canada Works (YCW) and meet YCW eligibility criteria.

Working Conditions

1. Event setup, program activities and collection set up and dismantling, requiring occasional periods of standing and light physical activity is required.
2. Availability to work occasional overtime as required.
3. Requires a need for detail and accuracy.
4. Occasional exposure to inclement weather.
5. Deals with difficult customers occasionally.

Signatures

Date

Incumbent

Manager