



Hiring: Historical Interpreter at Tipple Park Museum

Tipple Park Museum is seeking a Historical Interpreter to join our team this summer! Tipple Park Museum is a local history and arts museum located in Evansburg, Alberta.

This is a permanent position, 30 hours per week. The wage is \$16-\$17 per hour.

Responsibilities include:

- Collections and archives:
 - Accession, catalogue, and store artifacts.
 - Manage the conservation, preservation, and display of artifacts and archival documents.
 - Work with the manager to reorganize and document collections and archives.
 - Respond to public inquiries and research requests about the collection.
- Programming:
 - Assist with weekly programs, events, and school programs.
 - Work with the manager to develop new programs.
- Visitors Services:
 - Give guided tours to the public through historical buildings.
 - Operate the museum gift shop.
- Marketing:
 - Post advertisements on social media platforms.
- General:
 - Open up for evening meetings and functions.
 - Assist with daily cleaning, including bathrooms, boardroom, general area, exhibit room, and historical buildings.

Qualifications:

- High school diploma. Diploma in museum studies or equivalent preferred.
- Valid drivers' license and reliable vehicle.
- Clear Vulnerable Sector Check.
- Interest in the history of the Evansburg and Entwistle area.
- Excellent computer skills.
- Ability to work flexible hours, including evenings and weekends.
- Skill in written and verbal communication, interpersonal skills, organization and attention to detail, and a positive attitude.
- Comfortable working with people of all ages, including children.
- Certification in First Aid/CPR an asset.

Apply by emailing a resume and cover letter to Phoebe Amendt at tippelparkmuseum@gmail.com. The application period will close on October 12, 2024.

We thank all applicants for submitting a resume, but only those selected for an interview will be contacted.