Lead Interpreter

Internal/External Posting

The Lead Interpreter fulfils roles in the Public Programming and Education Departments working with the public, in a living-history setting.

From mid-May through Mid-October the Lead Interpreter works under the general supervision of the Public Programming Coordinator presenting programming and interpretation, and assisting with daily operations of the Heritage Village. The Lead Interpreter acts as the Site Supervisor in the absence of the Public Programming Coordinator, assists with special events, and provides staff coverage as required in site buildings.

In May, and from Mid-October to Mid-December, under the general supervision of the Education Coordinator the Lead Interpreter assists in the delivery of school and group Education programs and special events.

Hours/Days of Work:
Public Programming Schedule:
- From Mid-May to October – 37.5 hours per week, (Typically 5 days per week, 9 am to 5 pm (Daily)
- Wednesday - Sunday, weekends and Holiday Mondays will be required

Education Schedule
May
- Up to 7.5 hours a day, hours of work based on education and group tour bookings.
- Casual, as scheduled based on bookings.
Mid-October through Mid-December
- Up to 30 hours per week, hours of work based on education and group tour bookings.
- Casual, as scheduled based on bookings.

Term: Seasonal, Weekends and Holiday Mondays will be required

Salary: $15.65 - $17.00 Grade 3
Duties and Responsibilities:

1. Site Coordination Responsibilities
   a. Oversees the daily opening and closing of the Village.
   b. Implements daily/weekly site and public program activities in the absence of the Public Programming Coordinator.
   c. Assists with the training and evaluation of site interpreters and volunteers.
   d. Directs and supervises interpretive staff and volunteers on a daily basis as directed by and in the absence of the Public Programming Coordinator.
   e. Ensures site staff’s adherence to Site Operating Standards as directed by and in the absence of the Public Programming Coordinator.
   f. Ensures compliance with Fanshawe Pioneer Village operating policies and procedures and relevant legislation, with respect to public safety and care of the collection.

2. Public Programming & Event Responsibilities
   a. Provides visitors with guided site tours as needed
   b. Provides coverage for timed activities and houses as scheduled/required
   c. Provides support to the Public Programming Coordinator and Education Coordinator for public programming, education programming, and special events.
   d. Assist with the creation of social media content.
   e. Interprets various aspects of the history of 19th and early 20th century south-western rural Ontario through interpreting period related activities.
   f. Demonstrates heritage crafts, trades, food ways and activities to visitors and helps plan and develop activities as directed by the Public Programming Coordinator.
   g. Researches and obtains relevant programming supplies and materials as required for programming.
   h. Perform physical set up and clean-up of program activities.
   i. General care and maintenance of public programming collections and resources.

3. Education Responsibilities
   a. Prepare and deliver on site, history based education programs guided tours, outreach and special education events
   b. Assist with administrative functions of education programming
   c. Demonstrate heritage crafts, trades, foodways and activities to visitors
   d. Perform physical daily program set up and clean up
   e. Ensure the safety of education program participants
   f. Assist with building and site cleaning and program maintenance for program areas
   g. Ability to work in a team environment
   h. Maintain a high level of customer service

4. General Responsibilities
a. Supports Fanshawe Pioneer Village Master Development & Business Plan and the strategic direction of the organization
b. Assist with the updating of promotional board and on-site poster.
c. Supports Fanshawe Pioneer Village customer service initiatives
d. Ensures the safety of visitors and staff and protect the site's resources
e. Adhere to and assist with the implementation of Covid-19 safety precautions
f. Other duties as assigned

Qualifications:

- Experience working with the public.
- Supervisory experience is an asset.
- Prior retail/customer service experience required
- Ability to foster and maintain cooperative working relationships with supervisors, volunteers and other staff
- Excellent organization and communication skills
- Ability to communicate and to interpret effectively to large numbers of people of various ages and backgrounds
- Ability and desire to work with children and youth and deliver hands-on activities
- Prior experience in a museum or living history setting an asset
- Interest in the follow fields in history, museum studies, education, recreation, and/or arts program, a Post-Secondary Degree in these fields is an asset.
- Ability to work weekends and holidays
- Physical requirements of the position include the ability to lift and carry 20-30lbs, ability to walk and navigate gravel paths and uneven surfaces, ability to work in an environment with air pollutants (pollens, dust, and wood smoke), ability to tolerate exposure to nuisance wildlife, and inclement and severe weather.
- Demonstrated knowledge of the principles and practices used in developing and carrying out a museum interpretive program
- Ability to wear historical costumes and adhere to guidelines with respect to jewelry, make-up and other forms of personal adornment required
- Knowledge of 19th century south-western Ontario history an asset
- Ability to perform and/or learn the skills associated with the following: gardening, farming, hearth cooking, heritage handiwork and fine arts, 19th and early 20th century trades
- Ability to learn historical information and interpret to the public in an interactive way (in both individual and group settings)
- Ability to perform and/or learn 19th century demonstrations relating to the Fanshawe Pioneer Village interpretive program.
- Fluency in French an asset
- Valid driver’s licence
- Standard first aid and CPR certificate an asset
- Must have own transportation
- Must be able to provide a Police Information Check and Vulnerable Persons Screening
PLEASE NOTE:
● Public transportation to the site is unavailable. Staff must have own transportation.
● Accommodation will be provided in all parts of the hiring process as required under the Accessibility for Ontarians with Disabilities Act (AODA), Integrated Accessibility Standards. Applicants need to make their needs known in advance. The London & Middlesex Heritage Museum is an equal opportunity employer.
● Fanshawe Pioneer Village has implemented a Covid-19 Vaccination Policy which requires staff to be vaccinated with at least 2 doses of an Ontario government approved Covid-19 vaccine.
● Fanshawe Pioneer Village thanks all those who apply, but only those applicants selected for interview will be contacted.

Interested candidates may submit a cover letter and resume by 5 pm on April 11, 2022.

Christina van Hardeveld
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