



Job Posting: Museum Interpreter

8 Week Contract: (35 hours per week, Tuesday-Saturday)

Rate of pay: \$17.20/hour

Application deadline: March 28, 2025

Start date: May 26, 2025

About OMAH:

OMAH acts as steward of the community's art, history and culture by being actively engaged in the community and responsive to its needs. The museum creates exhibits and programs that will inspire the community to explore, experience and engage with art, local history and culture, as well support Orillia's growing arts community by providing facilities for workshops, education, and professional development.

Purpose of Position:

The Orillia Museum of Art & History (OMAH) is a not-for-profit charitable organization supported by numerous stakeholders and community partners. The Museum Interpreter is an integral member of the staff team supporting the Arts and History Programming Coordinators in assisting in the designing, developing, and delivering of museum programs. both in-person and virtually. The Museum Interpreter will be working with volunteers that support all areas of the museum's operations.

Duties and Responsibilities:

The Museum Interpreter will complete the following tasks and projects:

1. assisting with the delivery of special programs including seasonal events and community programs for children and families.
2. assisting with maintaining museum conservation standards at the museum which includes recording temperature and humidity readings.
3. providing museum services according to policy and procedure with an emphasis on excellent public relations skills.
4. design, development and deliver a varied schedule of interpretive programs.
5. researching and developing new interpretive programs.

Knowledge:

- previous work experience with an arts or heritage organization
- post-secondary student enrolled in a degree or diploma program in either Communications, Marketing, Education or Museum and/or Gallery Studies) an asset
- working with volunteers an asset
- interest in community engagement, arts, heritage

Skills:

- excellent computer software skills, in particular, using Excel, Word, and social media
- design software experience an asset
- strong computer, organizational, communication (written and oral), problem solving skills
- neat, organized, able to work independently and interdependently, welcoming to the public
- flexibility to adjust to dynamic work environment
- ability to remain calm and interface effectively with members of the public, staff and volunteers
- courtesy towards colleagues

Abilities:

- work as a team member and independently, meet deadlines, creative thinker, innovative
- proactive problem solver
- friendly and outgoing
- accountable and reliable

The Orillia Museum of Art & History (OMAH) is an equal opportunity employer and encourages applications from qualified candidates from visible minority groups, women, Indigenous persons, persons with disabilities, persons across the spectrum of gender identities, and others with the skills and knowledge to productively engage with diverse communities. Should you require accommodation during the interview process, please let us know so we can accommodate your needs.

To apply please forward your cover letter and resume to executivedirector@orilliamuseum.org in a single PDF document. Please note that we will only reply to candidates selected for consideration and interview.

The Orillia Museum of Art & History gratefully acknowledges the support of Service Canada for funding this position through the Canada Summer Jobs program.