



Ruthven Park

National Historic Site

EMPLOYMENT OPPORTUNITY

Interpretation and Visitor Engagement Assistant

Hours: 35 hours / week – weekend and evening work required.

Wage: \$14.00 / hour

Ruthven Park National Historic Site is seeking an Audience Development Assistant for the 2018 summer season.

Reporting to the Chief Administrative Officer, the duties of the successful candidate will include the following:

- To fulfill an important role as an ambassador for the Ruthven Park site by interacting with our visitors in a welcoming and informative manner
- Interpret and interact with the visitors in the historic house and its surrounding cultural and natural landscapes
- Perform collections management tasks to document artefacts in the collection (monitor inventory; document collection; prepare condition reports; integrate research into interpretive plan) to enhance the visitors experience
- Collect, process and record visitor demographic information, admission fees, gift shop sales
- Promote the site and programs offered in a positive manner to encourage visits, return visits and membership opportunities
- Provide museum administration support to staff as needed
- Provide security for the site and artefacts in the mansion
- The most significant benefits to the student will be as follows:
 - An increased appreciation and understanding of the heritage sector
 - Develop a new set of skills and knowledge base of collections management and curatorial work
 - Experience working in a non-profit working environment
 - Gain personal confidence in public speaking and presenting in front of audiences of various sizes and age groups
 - Increased awareness of local history, Canadian history through interpretive training and research
 - Opportunity to work behind-the-scenes in a national historic site including hands-on time spent with the collection and archives
 - Appreciation of how the past has influenced present day and will do so in the future
 - Introduction and involvement at the site may inspire students to pursue a career in working at a site which conserves the cultural and natural heritage or confirm their career pursuit in the area

The successful candidate will be a university or college student who demonstrates the following qualities:

- Self-motivated and thrive in a fast-paced, challenging work environment
- Detail-oriented and ability to be precise
- Committed to delivering excellent customer service
- Possess strong organizational abilities
- Confident communicator – verbally, written
- Positive with a strong work ethic
- Excellent problem-solver
- A quick and easy learner
- Flexible to shift priorities
- Capable of working in a team atmosphere and independently
- Reliable and honest
- Able to demonstrate ability to take initiative, make good judgement
- Proficient in computer skills
- Available to work days, evenings and weekends
- Interested in history, anthropology
- Able to take criticism and treat it in a positive manner
- Able to work indoors and enjoys working outdoors (tours, historic gardens) in hot weather. Walk on uneven grounds. Stand for long periods of time.

This position would be ideal for a student studying one or more of the following fields:

- Museum studies (conservation, management, collections)
- History
- Arts and culture administration
- Anthropology
- Recreation and leisure

Previous experience working in a museum or cultural institution and certification in first aid training are assets, but not required.

Upon hiring, the successful candidate will be required to obtain a police record check.

Please note that this position is contingent upon the receipt of funding.

Apply with a resume and cover letter by Friday, April 26, 2019 at 5:00pm by email to:

Marilynn Havelka, CAO
Ruthven Park National Historic Site
243 Haldimand Highway 54, Box 610
Cayuga ON, N0A 1E0
Email: info@ruthvenpark.ca
Phone: 905-772-0560

Only applicants who are selected for an interview will be contacted. We appreciate your interest in employment at Ruthven Park National Historic Site.