

County of Peterborough Job Description

Position:	Lang - Seasonal	Position ID:	Non-Union
		Bargaining Unit:	N/A
Department:	Lang Pioneer Village Museum	Salary Grade:	Student/Seasonal Grid
Reports to:	Museum Operations Coordinator	Date:	January 20, 2022

This job description is: New Existing Revised Rescinded

Job Summary: Lang-Seasonal positions are required to perform various duties at the Museum including but not limited to interpreting various historic buildings, conducting tours and/or programming, demonstrating various domestic skills / early trades, general site maintenance, working retail spaces and other tasks assigned to aid the Museum operations. This work involves assignment of unusual hours during the busy summer season and for special events; with an opportunity for part-time extension into the fall / winter season. This position reports to the Museum Operations Coordinator.

Duties and Key Responsibilities:

As a seasonal employee you will be rotated throughout the village working in different historical buildings, retail spaces and food services. The need to be flexible regarding assigned work/tasks is central in keeping with operational requirements. Work assignments may include but will not be limited to the following:

1. Providing interpretations of 19th Century residences & businesses;
2. Interactive demonstrations of craft, trades & activities;
3. Providing assistance to direct and control large numbers of visitors;
4. Assuming responsibilities in refreshment areas (cooking, cash handling) and Museum Shop/Front Line admissions (cash handling, sales, shop keeping);
5. Mentoring youth interpreters & volunteers as part of Lang educational programming;
6. Managing a fire in a cook stove and/or open hearth;
7. Assisting with 'behind the scenes' museum work (i.e. research, collections, interpretive planning);
8. General cleaning of facilities, preparations for special activities & maintenance duties as assigned;
9. Other duties as assigned;

Supervisory Responsibilities:

There are no supervisory responsibilities with this temporary position.

Job Specifications:

- Excellent customer service skills
- Excellent communication Skills
- Willingness to wear a costume as required
- Knowledge or interest in local history
- Available to work weekends for summer programming
- Experience in cash handling preferred
- Preference will be given to those with experience in carpentry and/or blacksmithing, cooking, sewing, gardening and/or retail
- Second language skill an asset
- Food handling certificate is an asset
- Must have reliable transportation to the Village – no bus route available
- In accordance with County Policy, a Vulnerable Sector Screening that is acceptable to the County will be required as a condition of employment.

Key Performance Competencies:

- Knowledge of Health & Safety legislation and policies;
- Give attention and respect and show an air of confidence and dignity when representing the County; (impact/integrity/confidentiality)

Working Conditions:

- Ability to work outdoors and in inclement weather