



Position Description

Position Title:	Post-Secondary Student - Lead Museum Interpreter
General Supervisor:	Museum Curator
Employee Group:	Non-Union

Position Summary

- The Town of Fort Frances is seeking a knowledgeable and engaging Post Secondary Summer Student to fill the position of Lead Museum Interpreter at the Fort Frances Museum & Cultural Centre and Rainy Lake Square. The Lead Museum Interpreter supports the day-to-day operations of the museum and Rainy Lake Square while providing high quality visitor experiences through guided tours, public programs, and interpretive services. This position also supports tour development and assists the Curator with museum related projects.

Directions Received:

- The incumbent reports to the Museum Curator

Directions of Others

- Not applicable.

Revenue, Asset, and Expenditure Scope

- Not applicable.

Key Responsibilities

- Support daily operations of the Fort Frances Museum & Cultural Centre, including operation of Rainy Lake Square
- Provide excellent customer service by welcoming visitors, answering inquiries, and assisting with gift shop sales
- Lead indoor guided tours of permanent galleries and temporary exhibits, as well as outdoor guided walking tours
- Assist in planning, developing, updating, and delivering museum tours and interpretive content
- Support the delivery of public programs, events, and activities at Rainy Lake Square
- Assist the Curator with museum related projects and initiatives, as assigned
- Ensure museum spaces are welcoming, safe, and visitors ready

Qualifications

- Must be currently enrolled in, or recently completed, a post-secondary education program
- Strong public speaking, communication, and interpersonal skills
- Experience interpreting information for the public or leading group activities is considered an asset
- Interest in history, culture, museums, tourism, or education
- Ability to work independently and collaboratively in a team environment
- Strong organizational skills and attention to detail
- Availability to work days, evenings, and weekends as required
- Satisfactory Criminal Record Check

Working Conditions

- Indoor and outdoor work environments
- Frequent interaction with the public
- Standing, walking, light lifting, and event set up required
- Variable shifts based on operational and event needs
- 35 hours per week (Tuesday to Saturday 9:30AM – 5:30PM)
- Shifts may vary to accommodate special programs or events. Shifts may occur anytime between 8:00 a.m. and 10:00 p.m.