



Museum Interpreter Position Description

Position Title: Museum Interpreter	Reports To: Museum Director	Work Term: May-August 2026
Employment Type: Seasonal	Review Period: End of Work Term	Revised: February 2026

Background:

The Annapolis Heritage Society (AHS) owns and operates two museums - O'Dell House Museum & Genealogy Centre and Sinclair Inn Museum. The Society's purpose is to preserve and promote local heritage in ways that will inspire curiosity about the people, places, and events that have shaped our community.

Position Summary:

The Museum Interpreter is responsible for daily activities at the museum that communicate the history and significance of AHS museum sites and collections in an engaging and meaningful way. They will assist with the research, development, and delivery of educational and interpretive programming. They will be expected to participate in the planning and implementation of special events, as well as general administrative duties associated with the smooth operation of our museums. The Museum Interpreter must also carry out frequent cleaning and housekeeping duties to ensure sites are properly maintained. On occasion, they will be encouraged to dress in period costume for special events or programs.

All training is provided. Regular supervision and support will be provided by the Museum Director throughout the work term. An end-of-season evaluation will be conducted based on criteria established in cooperation with the AHS Human Resources committee.

Qualifications:

Essential Experience & Skills:

- Experience and/or comfortability working with the public
- English essential; French language skills an asset

Education:

- Must be currently enrolled in a post-secondary institution

Abilities & Personal Suitability:

- Oral & written communication
- Teamwork
- Initiative

- Reliability & dependability
- Adaptability
- Positive & professional attitude

Accountabilities:

1. Visitors are welcomed and provided with personalized site visits.

- Visitors are welcomed in a courteous and friendly manner and are provided with an orientation to the site, including a guided tour.
- Visitors seeking research assistance are provided with an orientation to the AHS Genealogy Centre and guided towards the appropriate resources.
- Questions posed by visitors are responded to in a thorough and respectful manner. Every effort will be made to provide accurate and appropriate information.
- Visitors will be made aware of other AHS sites, as well as other attractions in the area that may interest them. Promotional materials will be provided when requested.
- Visitor feedback and complaints are reported to the Museum Director immediately.

2. Day-to-day operational activities are completed in a professional and timely manner, in cooperation with the Museum Director, other staff and/or volunteers.

- Activities required to open and close the site are completed efficiently and on-time.
- Visitors are assisted with gift shop purchases.
- Visitors are provided with additional information about memberships, volunteering, or donations as requested.

3. Day-to-day administrative duties are completed in a timely manner, in cooperation with the Museum Director, other staff, and/or volunteers.

- The Museum Interpreter will participate in any training programs offered, and will make an ongoing effort to consistently enhance site interpretation.
- Donations and sales revenue are regularly counted and submitted to the Museum Director for deposit.
- Visitor statistics are accurately tracked using AHS's preferred methods.

4. Programming, events, and exhibits are planned and implemented in cooperation with the Museum Director.

- The Museum Interpreter will work closely with the Museum Director to develop and deliver special events, interpretive and educational programs, and community outreach initiatives.
- Creative, educational, and promotional content will be developed for the AHS website and social media channels.
- Temporary exhibitions will be installed and maintained under the guidance of the Museum Director.

5. The AHS collection is maintained and cared for according to professional museum standards.

- Regular housekeeping duties are completed to ensure museum sites and collections are well-maintained.
- Exhibits and displays are examined for signs of damage or deterioration. Any incidents of exhibit or artifact damage are reported to the Museum Director immediately.
- Collections database records are edited for clarity, language, and accuracy.
- Additional collections duties and special projects are undertaken as assigned by the Museum Director.