

Roma at Three Rivers National Historic Site

Program Director/Sr. Heritage Interpreter/Guide Job Description 2023

Work Term and Pay Rate:

14 week term, May 28, 2023 to September 2, 2023, average 40 hours per week, &15.80 per hour plus 4% vacation pay.

Required Educational Qualifications: 1 year University or Community College and registered to return to school in September

Skills/previous work experience required for the position:

Preferred areas of study include education, hospitality services, history or archeology; have excellent written and oral English and French language skills.

Demonstrate confidence in ability to interact well with the public and co-workers and be enthusiastic about history and culture.

Possess strong social media application skills and computer applications knowledge and skills.

Work experience in a tourism operation, museum or hospitality operation greeting visitors, providing interpretive presentations or hosting events is an asset.

Candidate must be willing to work in 1700s period dress supplied by the employer. Previous successful supervisory experience is preferred.

General Job Description:

- Take part in training programs conducted by volunteers and supervisors.
- Assist in hosting scheduled visiting schools and delivering the Roma School program to visiting school students.
- Assist in developing the heritage interpretive program and assist in the supervision of other interpretive summer student staff in the delivery of heritage interpretive programs.
- Welcome visitors to Roma at Three Rivers NHS by describing the programs, the restored site and providing brief history about the Jean Pierre Roma French settlement of the 1730s.
- Perform and supervise outdoor interpretive duties as part of the Roma summer programming. These will include themed interpretation, outdoor guided tours and general public roving interpretation on a daily basis.
- Participate in and supervise serving and interpreting the heritage lunches on a daily basis; participate as costumed servers in serving and interpreting 1730s heritage meals with 1730s tableware, food and customs
- Be willing to learn and practice new skills that are related to the settlement history
- Be willing to do light work in the Heritage Garden
- Assist site manager and Board of Directors in all revenue generation activities on site and, on occasion, off site.

- Assist in compilation of background material and information relevant to Jean Pierre Roma NHS.
- Supervise, as assigned, other summer student heritage interpreter/guides.
- Contribute to program evaluation by various means including on-site observation, visitor surveys, and recording visitor comments.
- Assist in setting up and work at events, such as weddings and other private functions.

**TO APPLY SEND A RESUME TO: roma1732@gmail.com. APPLICATIONS UNTIL
May 15, 2023**