

## JOB OPPORTUNITY

### Roma at Three Rivers National Historic Site

#### Program Director/Sr. Heritage Interpreter/Guide Job Description 2024

TO APPLY SEND A RESUME TO: [roma1732@gmail.com](mailto:roma1732@gmail.com). APPLICATIONS UNTIL May 15, 20124

#### Work Term and Pay Rate:

14 week term, May 27, 2024 to August 31, 2024, average 40 hours per week, \$18.00 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 and outdoor guided tours
- Participate in and supervise serving and interpreting the heritage lunches on a daily basis
- 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 special events

