

SHERBROOKE RESTORATION COMMISSION
JOB POSTING



Supervisor of Interpretation

Sherbrooke Village is seeking a collaborative, personable, and innovative person to support delivery of our heritage interpretation programs through staff supervision and coaching. Sherbrooke Village occupies a 53-acre site with over 80 frame buildings reflecting rural village life of the 1860-1880 period. The Supervisor of Interpretation is responsible for the daily operation of the Museum interpretive program. Their primary duties include planning, promoting, and delivering interpretive programs and services, providing support for Heritage Interpreters and Artisans working across our site.

Sherbrooke Village is in search of someone who can bring a friendly, adaptable and supportive attitude backed by accountability, sound judgment and firm management to this role. We seek to improve the enjoyment and understanding of authentic Nova Scotian histories presented in a unique museum setting. You'll work primarily within the Interpretation team during busy tourism seasons where excellent service to our visitors is our priority.

Supervisors of Interpretation report to the Director of Visitor Experience with support from other Management-level staff. They provide vital services for the smooth running of the Museum program for the public.

Type of Employment: Full-Time, Seasonal with entitlement to annual recall

Salary: \$25.02 per hour at 40 hrs per week, plus 4% vacation pay and 2% in lieu of benefits

Start Date: May 21, 2024 for a minimum of 17 weeks

Work Hours: Wednesday to Sunday, 8:30AM to 5PM

Core activities include:

- Learn and instruct Heritage Interpreters in various skills, programs and delivery techniques used to see and understand the history of Sherbrooke Village and Nova Scotia.
- Assist in the development and monitoring of work programs and staff schedules (work schedule, daily animation schedule, special events, etc.).
- Aid in the planning and delivery of various interpretive programs and services such as events, workshops, and educational programs.
- Ensure buildings and collections are cared for in accordance with Museum standards.
- Ensure staff adhere to standards, code of conduct and follow Museum procedures.
- Respond to public inquiries, and document and report visitor interests.
- Ensure the safety of staff and visitors by identifying and reporting potential risks.
- Wear period clothing according to Sherbrooke Village Wardrobe standards.
- Participate in staff selection and training; participate in staff performance evaluation.

Qualifications

The successful candidate may have a combination of experience listed below - Sherbrooke Village values transferrable skills. We are seeking candidates who have:

- High School Diploma; Bachelor's Degree in History, Social Sciences, Education or other related area of study considered an asset.
- Minimum 5 years' experience in heritage interpretation, teaching, course/program delivery, customer service or other supervisory capacity.
- Proven ability to research, develop, deliver, and evaluate interpretive programs in a museum or informal learning environment.
- Strong interpersonal skills, including teamwork and communication skills.
- Ability to coordinate activities with other staff in a manner that demonstrates collaboration, resourcefulness, fairness, tact and constructive feedback.
- Currently has or is willing and able to get certified upon appointment in the following: First Aid, WHIMS, Hazardous Materials Awareness, Occupational Health & Safety training and Safe Work Practices.

Great-to-Haves

- Management experience motivating large teams
- Demonstrated interest in heritage skills, traditional craft, domestic arts or other 19th century research subjects

Please provide complete and thorough details of your education and experience. All complete applications must include a cover letter and current resumé with references and should be clearly marked "Supervisor of Interpretation". Resume and Cover letter must be sent or delivered:

Sherbrooke Village, ATTN: Executive Director,
42 Main St., PO Box 295, Sherbrooke, NS B0J 3C0 by close of business **March 15, 2024**.
Emails must include a cover letter and current resumé with references and must be sent to:
Sherbrooke.ED@novascotia.ca

This is a bargaining unit position represented by the Nova Scotia Government Employees Union. External applicants are welcome; preference is given to qualified Sherbrooke Village NSGEU bargaining unit candidates first. A criminal record check and vulnerable sectors check will be required of successful candidates. We thank all applicants for their interest, however, only those selected for an interview will be contacted. No telephone or faxed applications will be accepted.