

The City of Pickering is committed to creating an equitable, diverse and inclusive workplace and strives to foster a sense of belonging, empowerment and respect among all employees and community members. We recognize and value that diverse perspectives, skills, backgrounds, and lived experiences contribute to the growth and strength of our organization and community. As such, we welcome and encourage applications from Indigenous Peoples and equity-deserving communities including women, persons with disabilities, racialized persons, persons who identify as 2SLGBTQI+, and other diverse communities.

### Museum Interpreter

<b>Department:</b>	Community Services
<b>Classification:</b>	Term
<b>Affiliation:</b>	CUPE Local 129
<b>Vacancy Reason:</b>	Existing
<b>Shift/Hours:</b>	Varied – up to 35 hours per week
<b>Salary Range:</b>	\$32.28/hour
<b>Work Location:</b>	Pickering Museum Village – 3350 Greenwood Road, Greenwood ON, L1X 0J3
<b>Date Posted:</b>	Friday July 10, 2026
<b>Deadline to Apply:</b>	Monday July 27, 2026

#### Job Summary

The City of Pickering is seeking a dedicated and motivated individual to join our team in the role of Museum Interpreter.

The successful incumbent is responsible for leading and presenting safe, enjoyable, interactive and educational heritage programs. Heritage programs include, but are not limited to, Education and Public Tours, Outreach Programs, Guest Speaker Presentations, Registered Programs, and Birthday Parties. This position also assists and supports heritage program research and development, as required.

#### Primary Responsibilities

- Delivers on-site interactive and hands-on heritage interpretive programs in a safe and engaging manner, successfully meeting program objectives and goals (including Ministry of Education Curriculum).
- Conducts engaging and specialized interpretive tours to groups and individuals of all ages.
- Presents off-site outreach programs to the public in schools and other indoor and outdoor venues as scheduled.
- Sets up own program material, monitors supply and material levels, and cleans up program material daily (includes starting of fires as required, material prep for next day, and light housekeeping of high traffic areas in heritage buildings).
- Adheres to and follows daily opening and closing procedures to support preservation and security of artifacts, buildings, exhibits, and grounds.
- Monitors program materials and supplies and communicates supply, and preparation needs to the appropriate staff providing sufficient notice to ensure smooth program delivery to participants.
- Attends and participates in compliance and skills training and staff meetings as required and scheduled.
- Maintains positive public relations with visitors and partner organizations.

Additional secondary responsibilities may apply and will be outlined in the Job Description, which will be provided to candidates selected for an interview.

#### Education and Experience

- Post secondary diploma in Education, History, Museum Studies, or equivalent preferable, or any combination of education, workplace training, and experience deemed to be acceptable by the Corporation.
- One year of related work experience dealing with programming delivery to the public, and particularly to children.
- Experience as a teacher, historical interpreter, or docent is an asset.

- Experience researching and developing program and/or lesson plans is an asset.

### **Knowledge, Skills and Abilities**

- Excellent communication (oral and written), interpersonal, and customer service skills.
- Sound knowledge of Canadian history, with ability and willingness to undertake independent research to broaden and expand understanding and knowledge.
- Strong organization skills and the ability to manage multiple tasks and prioritize.
- Ability to read, understand, and interpret to the public the historical material and programs provided by the Museum.
- Knowledge of and ability to perform and demonstrate 19<sup>th</sup> century trades and/or domestic skills would be an asset.
- Knowledge of objectives and curricula for education in Ontario is an asset.
- Knowledge of the Standards for Community Museums in Ontario is an asset.
- Must be available to work a minimum of three available weekdays during peak program seasons.
- Must be flexible and willing to work all year (including summer, evenings, weekends, and holidays) as program and rental demands require.
- Must be medically and physically fit to perform the duties of the position.
- Must be prepared to undergo a Vulnerable Sector Screening as a condition of employment.
- Must hold current Standard First Aid, Basic Rescuer CPR-C and Auto External Defibrillator (AED) certifications.
- Must be willing to attend High Five training when scheduled by the City.
- Must be willing to attend AED training annually.
- Must possess a valid Class “G” Ontario Drivers Licence and have a personal vehicle for use in the performance of duties. Must provide consent to conduct ongoing regular Driver’s Abstracts through the Ministry of Transportation. A clean driving record is preferred.

Qualified candidates may complete an **online application form** where you will be required to upload your resume and cover letter (PDFs only). We thank all applicants for their interest, however, only those selected for an interview will be contacted. In accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, personal information is collected under the authority of the *Municipal Act* and is used for the purpose of candidate selection.

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The City of Pickering is committed to inclusive and barrier-free employment practices, and to creating a workplace that reflects and supports the diversity of the community we serve. Accommodations are available throughout the recruitment process in accordance with the *Accessibility for Ontarians with Disabilities Act*. Accessible formats and supports can be requested. For assistance, please contact the Human Resources Department at 905.420.4627 or [hr@pickering.ca](mailto:hr@pickering.ca).

**Pickering: A complete, world-class city... inclusive, connected, caring and prosperous.**

