



# MERRICKVILLE DISTRICT

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## HISTORICAL SOCIETY

POB 294 Merrickville, ON K0G 1N0 Canada  
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### Blockhouse Museum

#### Job Description - Museum Interpreter

Museum Interpreters are responsible for providing the best possible visitor experience to all who enter the Blockhouse Museum.

#### Abilities:

1. Make visitors feel welcome
  - a. Greet and welcome visitors to the Blockhouse Museum
  - b. Provide assistance on request
2. Communications skills
  - a. When possible, speak with visitors in the language of their choice or seek colleagues/material that can support the visitor's time at the Blockhouse Museum
  - b. Speak with visitors in an appropriate manner (diction/ tone)
  - c. Maintain positive attitude
3. Engagement Skills
  - a. Create, foster and maintain interest in the history of Merrickville and the surrounding area
4. Interpersonal Skills
  - a. Work with volunteers and staff as a team member to ensure the museum meets its goals:
    - i. To furnish and operate the "Blockhouse Museum" in Merrickville
    - ii. To create, foster and maintain interest in the history of Merrickville and the surrounding District
  - b. Liaise with Parks Canada staff, Village of Merrickville-Wolford officials, Society volunteers and others

#### Knowledge:

1. Read and understand the information material relating to the Museum
2. Be familiar with the contents of the Museum and local history.

3. Understand and operate the audio-visual system.

### **Administrative Responsibilities:**

1. Maintain administrative records as required
  - a. Maintain a tally sheet on an hourly basis for visitors
  - b. Record all sales and deposit monies in the grey cashbox
2. Understand and operate the Security Alarm measures installed in the building
3. Provide verbal and written reports on any incidents involving personal injury to visitors.
4. Ensure the museum is kept tidy, clean and neat.
5. Move and lift artifacts when necessary.

### **Ethical Behaviour**

1. Ensure behaviour is conducted in an ethical manner and is consistent with accepted practice and applicable legislation.
  1. "Ethics are based upon the underlying values of honesty, fairness, respect, excellence and accountability which the larger community applies to the rational evaluation of moral issues. Since the application of such values change over time, museum ethics must reflect an ongoing dialogue between the museum community and the society it serves." *Canadian Museum Association Ethics Guidelines*

Note: As a member of staff, you are a custodian of the Blockhouse Museum artifacts, the Parks Canada exhibit installation and the Parks Canada audio-visual equipment installed in the Schoolhouse of the museum and the Blockhouse building. You have the authority to tell people to leave the building if they do not show respect for the safety of people, the artifacts or audio-visual equipment.