

## **Lead Interpreter - Kilby Historic Site Full time, Seasonal**

*Come be a part of the Kilby Historic Site magic!! We are seeking an outgoing, people-loving person to lead tours and programs, demonstrate heritage skills, play with animals, and welcome visitors into the past.*

Under the direction of the Program Director, the Lead Interpreter fulfills roles in the areas of Public and Education programming including the delivery of school programs, bus tours, seasonal events, and daily summer activities all while remaining positive and maintaining our visitor's well-being.

### **Duties and Responsibilities**

#### **Heritage Site Responsibilities:**

1. Oversee the daily opening and closing of the Museum
2. Lead public program activities
3. Assist with the training and mentoring of summer student interpreters and volunteers
4. Ensure compliance with Kilby Historic Site operating policies and procedures and relevant legislation, with respect to public safety and care of the collection
5. Provide staff coverage in the Museum and on site as required

#### **Public Programming & Event Responsibilities:**

1. Provide visitors with guided site tours as needed
2. Provide coverage for scheduled activities
3. Provide support to the Program Director for public programming, education programming, and special events.
4. Assist with the creation of engaging public activities
5. Interpret various aspects of early 20<sup>th</sup> century BC rural history
6. Demonstrate heritage crafts, trades, food ways, and activities to visitors
7. Research and obtain relevant programming supplies and materials as required for programming
8. Perform physical set up and clean-up of program/event activities
9. General care and maintenance of public programming collections and resources

#### **Education Responsibilities:**

1. Deliver onsite, history-based programming including: education programs, guided tours, group programs, children's programming, and interactive heritage demonstrations
2. Perform physical daily program set-up, take-down, and cleaning procedures
3. Maintain organized and clean programming areas; assist with building/site cleaning
4. Ability to work in both an independent and team environment

**Qualifications:**

1. Proven experience working with the public (adults and children)
2. Proven ability to communicate and to present effectively to large numbers of people of various ages and backgrounds (teaching or theatre experience)
3. Authentic interest in history, museum studies, education, recreation, and/or arts program, a Post-Secondary Degree in these fields is an asset
4. Proven ability to prioritize visitors well-being
5. Proven organization and team communication skills
6. Supervisory experience is an asset
7. Ability and desire to work with children and youth to deliver hands-on activities
8. Prior experience in a museum, living history setting, day camp, or teaching environment is preferred

**Additional qualifications:**

- Ability to work weekends, some evenings, and holidays
- Can work cheerfully in a fast-paced environment
- Physical requirements of the position include the ability to lift and carry 20-30lbs, ability to walk and navigate gravel paths and uneven surfaces, ability to work in an environment with air pollutants (pollens, dust, farm animal dander), ability to tolerate exposure to summer heat and inclement weather
- Ability to wear historical costumes and adhere to guidelines with respect to jewelry, make-up, hair style, etc.
- Comfortable around farm animals. Light animal care on occasion
- Knowledge of early 20th century British Columbia history an asset
- Ability and willingness to perform and/or learn the skills associated with the following:  
gardening, farming, cooking, heritage handiwork and fine arts
- Standard first aid and CPR certificate an asset

**Conditions:** April 2025 - November 2025 Wage: \$24/hour (40 hours per week)

Includes weekend work

Rural location, reliable transportation required

Must possess or be willing to obtain a Criminal Records Check -  
Vulnerable Sector

Apply by sending your resume by **April 18<sup>th</sup>, 2025**, to the Human Resources Department, Kilby Historic Site, Fax: (604)796-9592 or e-mail to [humanresources@kilby.ca](mailto:humanresources@kilby.ca)

*We thank all applicants in advance; however, only those selected for an interview will be contacted. The Kilby Heritage Society is committed to employment equity. We welcome diversity and encourage applications from all qualified individuals.*

Kilby Historic Site, 215 Kilby Road, Harrison Mills, BC V0M 1L0

[www.kilby.ca](http://www.kilby.ca) - [info@kilby.ca](mailto:info@kilby.ca)