

Job Class Profile: Museum Interpreter II**Pay Level: CG-24 Point Band: 422-455**

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	2	3	2	2	3	3	2	3	2	
Points	93	50	13	10	90	65	41	64	21	447

JOB SUMMARY

The Museum Interpreter II performs lead work of a specialized nature in the interpretation of museum exhibits and programs. Work involves coordinating the activities of lower level staff, preparing and conducting tours of museum exhibits, explaining items of historical significance, and assisting in the development and presentation of museum interpretative programs. Work also involves providing security services in the protection of museum facilities.

Key and Periodic Activities

- Co-ordinates the work of lower level staff; schedules, trains and performs related administrative assignments associated with employee activities; maintains appropriate security procedures relating to exhibits and buildings.
- Prepares and conducts tours of museum exhibits utilizing artifacts, reproductions, audiovisual presentations and other supplementary materials to provide general and specific information related to exhibits and historical objects and on related matters of historical significance.
- Assists in the development and presentation of museum interpretative programs for children, adults, school classes and community organizations by summarizing, assembling material and modifying presentations to meet group requirements.
- Performs limited research in preparation for tours; assists in the set up of museum exhibits, displays, programs and selection of artifacts.
- Liaises with schools, community organizations and interest groups in scheduling tours.
- Responds to visitor inquiries or directs to appropriate museum personnel.
- Collects, reviews and analyzes visitor statistics for use in program planning.
- Oversees and implements security measures in the protection of museum exhibits and equipment from damages, loss and destruction.
- Orders museum related supplies.

SKILL**Knowledge****General and Specific Knowledge:**

- History of Newfoundland and Labrador.

Formal Education and/or Certification(s):

- Minimum: High School Diploma supplemented by university courses in history, anthropology, biology, education or folklore.

Years of Experience:

- Minimum: 3 years experience

Competencies:

- Communication and interpersonal skills.
- Research skills.
- Presentation skills for interpretative programming.

Interpersonal Skills

- A range of interpersonal skills are used and include: listening to information from others; asking questions to determine visitor interest in Newfoundland and Labrador history and heritage; and providing historical and heritage information to visitors through interpretative programming.
- Interaction occurs with: employees within the immediate work area; supervisors and managers; and members of the general public.
- The most significant contacts would be: the general public (i.e. visitors), co-workers and immediate supervisor.

EFFORT**Physical Effort**

- Work demands generally do not result in fatigue, requiring periods of rest.
- Lifting and moving of museum artifacts is required to set up exhibits and displays.
- Standing and walking and occasionally climbing stairs are required to provide guided tours and presentations to museum visitors.
- Fine finger or precision work occurs occasionally during care for artifacts and to conduct research using a computer.

Concentration

- **Visual** concentration is required to conduct tours of museum exhibits.
- **Auditory** concentration is required to listen and respond to visitor inquiries.
- **Repetition requiring alertness** is evident in providing daily interpretative programming.
- **Interruptions** occur as a result of visitor questions during guided tours.
- **Exact results and precision** would be required for reviewing and analyzing visitor statistics which are used in program planning.

Complexity

- Work tasks and activities are similar/related in terms of the skills and knowledge used and are usually well-defined.
- Work related challenges and issues tend to be related to the interpretation of museum exhibits and programs and the scheduling/coordination of staff.
- References available to address typical challenges include organizational policies and procedures; co-workers and supervisors/managers.

RESPONSIBILITY**Accountability and Decision-Making**

- Work tasks and activities are generally controlled or prescribed as guidance is received from a supervisor who reviews work for compliance with policies and procedures.
- Without formal approval can take action regarding site activities including guided tours; interpretation of historically exhibits and programs; responding to visitor inquiries; obtaining supplies, scheduling employee work hours and completing all necessary personnel records and forms.
- Supervisory approval is required for expenditures.

Impact

- Impacts generally affect: the immediate work area; department; and on museum visitors.
- Work activities impact on resources such as: information in terms of the interpretation of museum exhibits and programs; human resources regarding the scheduling and coordinating of work of staff; and corporate image.
- Consequences of mistakes or errors are directly felt within the immediate work area, department and on museum visitors. Mistakes in museum interpretation results in inaccurate historical information being provided to the general public while mistakes in scheduling staff impact museum operations.

Development and Leadership of Others

- Responsible for coordinating the work of bargaining unit positions by: providing advice, guidance, direction, training and feedback to other positions; and scheduling and assigning work tasks and activities.

WORKING CONDITIONS

Environmental Working Conditions

- Work does not require any special precautions or safety equipment.
- Limited likelihood of minor illness or injury if normal precautions are followed.
- Working in a museum accessible by the public there is occasional exposure to slippery surfaces and floors; dirt and dust from artifacts, glare from computers and very rarely infectious diseases from visitors.