



SPENCERVILLE MILL & MUSEUM

Where history lives and breathes

Historic Interpreter

Term: 8 weeks, 35 hours per week (July to August 2026)

Location: Spencerville Mill and Museum, 11 Water Street, Spencerville, Ontario

Status: Pending funding approval (Young Canada Works and Canada Summer Jobs)

About the Spencerville Mill and Museum

The Spencerville Mill and Museum is a community based, not for profit heritage site dedicated to preserving and sharing the story of milling, local industry, and community life along the South Nation River. Built in the 1860s, the Mill is a unique cultural and tourism destination that welcomes visitors from across Eastern Ontario through exhibits, interpretation, and special events.

Position summary

Historic Interpreters support a welcoming visitor experience by delivering tours and interpretation, assisting with special programming and community events, and contributing to small research projects and social media content that strengthen exhibits and bring local stories to life.

Key responsibilities

- Provide engaging guided tours of the Mill and exhibits for visitors of all ages
- Interpret local stories and historical themes in a clear, visitor friendly way
- Wear period dress (provided) to enhance the visitor experience
- Support research on assigned topics to strengthen interpretation and exhibit content
- Help turn research findings into simple educational materials, tour notes, or small display content, with guidance and support
- Assist with light housekeeping tasks to help maintain a welcoming environment
- Support basic gardening and outdoor upkeep to preserve the site's appearance
- Assist with event set up and special programming as needed

Qualifications and skills

Required

- Friendly communication style and comfort speaking with the public
- Reliable, punctual, and able to follow direction
- Willingness to learn local history and interpretation skills
- Comfortable working in a historic building (stairs, standing, varied indoor temperatures, no air conditioning)
- Basic computer skills (email, internet research, simple file tasks)
- Ability to work independently and as part of a team
- Available for a mix of weekday and weekend shifts, and a few evenings

Assets

- Interest or experience in history, museums, tourism, education, storytelling, journalism, or marketing
- Experience working with the public (customer service, camps, volunteering, events)
- Photography or social media content skills
- First Aid and CPR certification

Training, supervision, and mentorship

Supervision is provided by the Executive Director and Lead Historic Interpreter with a combination of job specific training, work instructions, and feedback. Youth will also have access to mentorship support through one to one check ins.

Eligibility

Applicants must meet eligibility requirements for the Young Canada Works and/or Canada Summer Jobs programs. Eligibility will be confirmed prior to hiring.

How to apply

Deadline: March 15, 2026

Email a resume and cover letter to spencervilemill@icloud.com.

In your cover letter, tell us what skills you have that make you a strong fit for this role.

Interview note

Shortlisted candidates will be invited to an interview and may be asked to deliver a brief presentation. Details and guidelines will be provided in advance.

Equity statement

The Spencerville Mill Foundation is committed to inclusive hiring and encourages applications from youth with disabilities, Indigenous youth, visible minorities, and new Canadians. Accommodations and flexible arrangements may be available upon request.