



# SPENCERVILLE MILL & MUSEUM

*Where history lives and breathes*

## Lead Historic Interpreter

**Term:** 16 weeks, 35 hours per week (May 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

The Lead Historic Interpreter plays a central role in delivering summer program objectives through historical research, exhibit development, staff training, and public engagement.

This position conducts research connected to three interpretive themes:

- Sports and Community Life
- United Nations Year of the Female Farmer
- One Room Schools

Research is drawn from archival records, photographs, artifacts, local histories, and oral sources, and is translated into clear, accurate, visitor friendly content that supports inclusive and accessible storytelling.

A major deliverable is the development of one temporary exhibit for a six-week public display beginning in early July, including interpretive text, artifact selection, layout planning, and

coordination of installation. The Lead Historic Interpreter also prepares supporting materials such as exhibit labels, background notes, briefing sheets, and tour talking points.

The Lead Historic Interpreter supports the training and onboarding of seasonal staff and volunteers by sharing historical context and best practices for visitor engagement. While junior staff deliver tours, the Lead helps ensure tours are delivered consistently and accurately through updated tour materials, coaching, and on site interpretive support.

### **Key responsibilities**

- Supervise junior staff as they deliver guided tours and interpretive talks, ensuring a consistent, high quality visitor experience
- Coach staff on inclusive, accessible interpretation for school groups, families, and special interest visitors
- Provide interpretive guidance for turbine and site demonstrations, ensuring staff are prepared and confident
- Serve as an on site knowledge resource, answering staff questions and supporting confident interpretation
- Conduct historical research related to the identified themes using archival materials, local histories, oral sources, and museum collections
- Select and organize content that is historically accurate, engaging to the public, and supports inclusive storytelling
- Lead the development and installation of one temporary exhibit for a six week public display, including interpretive text, artifact selection, layout planning, and coordination of installation
- Prepare supporting interpretive materials such as exhibit labels, background notes, and tour talking points to support staff delivery
- Assist with planning and delivering summer programs, events, and community engagement activities
- Support basic documentation and organization of research notes and sources for future use and reporting
- Support exhibit upkeep and visitor readiness, and assist with general site tasks as needed, including light housekeeping and outdoor upkeep
- Provide occasional coverage support when tour staff are away due to illness or vacation, as required

### **Qualifications and skills**

#### **Required**

- Strong written and verbal communication skills
- Strong organization skills and attention to detail
- Ability to work independently and as part of a team
- Interest in heritage, history, museums, or public education

- Basic computer skills (word processing, internet research, email, file organization)
- Valid driver's licence
- Comfortable working in a historic building (stairs, standing, varied indoor temperatures, no air conditioning)
- Available for a mix of weekday and weekend shifts, and a few evenings

#### Assets

- Enrolled in or recently graduated from a post secondary program in history, museum studies, heritage, education, cultural studies, tourism, or a related field
- Experience leading, mentoring, or training others
- Experience with events, public speaking, or community programming
- Photography or social media content skills
- First Aid and CPR certification
- Familiarity with design tools, spreadsheets, or museum cataloguing systems (training can be provided)

#### Training, supervision, and mentorship

Supervision is provided by the Executive Director with a combination of job specific training, work instructions, and feedback. This position 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 [spencervillemill@icloud.com](mailto:spencervillemill@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.