

Job Description
Cultural Interpreter (Summer Student)
St. Andrew's Presbyterian Church, Kingston, Ontario

*Please note: As this program is funded through the **Canada Summer Jobs** program, the candidate must meet the eligibility criteria:*

- *was a full-time student during the 2014-15 academic year*
- *is intending to return to school full-time for the 2015-16 academic year*
- *will be between the ages of 15 and 30 at the start of employment*

Description:

St. Andrew's Presbyterian Church is a historic church building in downtown Kingston, Ontario, with a rich architectural and social history. As well as being the only church with a peal of bells in Kingston, the church was the home of Canada's first Prime Minister, Sir John A Macdonald, and was the founding seat of Queen's University and Royal Military College.

St. Andrew's will be hiring two **Cultural Interpreters** who will work together to develop and offer interpretive tours of St. Andrew's Church, during the summer tourist season (mid-June to late August). The tours will highlight the rich architectural, social and historical aspects of the church, to residents and visitors alike.

Responsibilities

Prior to the tourist season (and throughout the season):

- Undertake training by reading resources and staff manual. Become intimately familiar with the history of the church, including local history, political, social, cultural and architectural.
- Develop marketing materials and ideas that will encourage visits to St. Andrew's Church: write press releases; speak with tour companies; get posted on tourism websites; produce brochures and place them at outlets; update St. Andrews' website
- Design a social media strategy for the summer months
- Liaise with organizers of Doors Open Ontario; create a schedule and recruit volunteers for the Doors Open event in Kingston on June 20
- Design a work schedule and calendar of events for the summer season: consider special occasions and special events (e.g. costumed interpreters on First Capital Day; Musical / organ recitals; programs to tie into Buskers Rendezvous, etc.)
- Create a volunteer program, particularly for secondary school students (to provide them with an opportunity to acquire some of their 40 hours of community service needed to graduate); determine how to promote it; manage intake (volunteer applications); prepare a training manual and schedule; schedule and track volunteer hours
- Consider products that could be sold to visitors, as a way of raising funds for the church's outreach and community programs (such as Special Meals)
- Design children's activities, such as a scavenger hunt, so that visitors of all ages can enjoy their visit
- Develop and produce a "self-guided tour" brochure, for visitors who prefer to visit the church without the aid of a guide/ interpreter
- Practice and hone presentation skills

Once the season starts:

- Prepare for tours each day before opening (setting up outdoor signs, ensuring church is tidy, set up items for sale, etc.); tidy up at the end of each day
- Provide tours to individuals and groups of varying sizes, possibly in different languages, during open hours: Church is generally open Tuesdays through Saturdays, from 10:00am to 4:00pm for tours
- Act as a knowledgeable ambassador of the church, sharing information and guiding visitors

- Continually promote tours through creative marketing, such as brochures, media releases, social media strategy, outreach and engagement activities, and arrangements with tourism companies and partners
- Oversee volunteer program, such as secondary school training and volunteering
- Deliver special events, as planned (First Capital Day; Music/ Organ recitals; other special events); This may include working collaboratively with the Sir John A Macdonald Bicentennial Commission to deliver programs and special events related to Sir John A Macdonald's association with St. Andrew's Church

Qualifications

- Ability to learn and interpret the history and architecture of the church
- Strong public speaking presentation skills; experience as a tour guide or similar role; a flair for the dramatic and willingness to go beyond to ensure visitors get the most out of their visit
- Ability to create and produce promotional materials, such as brochures, posters, on-site signage, and web-pages; be comfortable communicating professionally with all members of the public, church staff, volunteers, youth, as well as business and tourism partners
- Mature, responsible and highly organized; highly independent
- Able to deal with individuals and groups of varying backgrounds with confidence, tact and good judgement
- Bilingualism (French-English) desired; other languages considered an asset

Terms of Employment

- Precise terms of employment are subject to funding received through the Canada Summer Jobs program, and terms may be adjusted at that point
- Rate of pay is \$11.00 per hour, for 30-35 hours per week, including most weekends in July and August
- Working alongside another student Cultural Interpreter and volunteers
- Terms runs from early to mid-June to mid to late-August (10 to 12 weeks)
- Supervised by a volunteer Program Coordinator with weekly meetings
- Students may be required to use their own laptops for administrative work

To apply, please submit:

- a one page cover letter describing why you would be well suited to this position
- a résumé briefly describing your related experience (education, employment, volunteer work, and hobbies, if appropriate)
- contact information for two references we may contact

Submit by **email only to: info@StAndrewsKingston.org and clearly indicate "Summer Job Application" in the Subject line.

DEADLINE to apply is March 15, 2015