

Job Vacancy

Position: Interpreter
Job Posting: CD014-044-2026
Department: CDES
Division: Recreation & Culture
Status: Part Time

Wage Range: \$19.87
Job Class: 4*1
Shifts: up to 30 hours/week
Posted: June 1, 2026
Closes: June 8, 2026, 4:30pm

Purpose:

- Assist with various operational tasks of the Ermatinger Clergue National Historic Site (ECNHS).
- Provide a memorable historic experience and exceptional customer service to clients.

Primary Duties and Accountabilities include but are not limited to:

Assist with the following:

Interpretation and Education:

- Education programs as per set guidelines.
- Implementation of regular and special events.
- Community events and general site interpretation.
- Children's interest programs, i.e.; March Break programs, as required.
- Costumed interpreter, as required.

Exhibition:

- Planting, weeding and harvesting of the historic gardens.
- Development and maintenance of exhibits, as required.

Collections Management and Conservation:

- Daily housekeeping duties.
- Report conservation concerns.
- Collection & storage, as required.

Promotion and Public Relations:

- Digital promotion, programs, and events.
- Publicity and implementation of special events.
- Visitor services.

Administrative:

- Opening & closing of ECNHS.
- Point of Sale for reception & gift shop and daily reconciliations.
- Electronic filing and Active Net bookings and transactions.

Other:

- Maintain a thorough working knowledge of the City's Health & Safety Policy and Procedures.
- Evening and weekend work.
- Perform all other related duties, as required.

Qualifications:

- Secondary School Diploma.
- Post-Secondary education, completion or in progress, in a related field; e.g. Museum Studies, Cultural Tourism, Recreation Programming, etc., is preferred.
- Six months customer service experience.
- Computer literacy in Microsoft including experience in Excel, Word and Outlook.
- Appreciation and understanding of the historical importance of artifacts, regarding ECNHS and City of Sault Ste. Marie.
- Effectively present information and materials to individuals and groups.
- Ability to work independently and as a team member in a fast paced environment.
- Ability to meet and interact with people in a pleasant, professional and responsible manner.
- Ability to meet the physical demands of the job (regularly lift and carry over 10 kg, standing, crouching and walking).
- Ability to work in various work environments and weather elements; sharp objects, fireplace, heat, dust, cold, humidity, etc.

To apply for this exciting opportunity, please provide a cover letter and resume highlighting your qualifications to:

Email human.resources@cityssm.on.ca
Subject line CD014-044-2026

❖ *The Corporation of the City of Sault Ste. Marie is an inclusive employer. Accommodation is available in accordance with the Ontario Human Rights Code and the Integrated Accessibility Standards Regulation, Part III, Employment Standards.*

❖ *In accordance with the Municipal Freedom of Information & Protection of Privacy Act, all information is collected under the authority of the Municipal Act, 2001, and will only be used during the selection process for the subject posting.*