



## Head Interpreter - Job Posting

*Reporting to the Marketing and Visitor Services Manager, the Head Interpreter plays a leadership role on the Heritage Interpreter team by setting an example for other interpreters and front line staff to follow.*

In addition to fulfilling the responsibilities of a Senior Interpreter, the Head Interpreter will:

### Responsibilities:

- Assist with training, supervising and evaluating Interpreters on visitor services, public programming and education program delivery
- Assist with training, supervising and evaluating volunteers on public program delivery
- Schedule interpretive staff and tour guide volunteers
- Create the Front Desk Daily Schedule
- Assist in contributing content to the Society's social media outlets
- Maintain the Interpreter Manual
- Assist in the development of Interpreter training materials
- Assist with on-site supervision during rentals and special events
- Assist in conducting visitor or program surveys and evaluations
- Deliver FAM tours as required
- Problem solve in emergency situations
- Act as liaison between interpretive and administrative staff
- Participate in staff meetings as required
- Serve on the Health and Safety Committee as required

### Qualifications:

- Excellent customer service skills
- Excellent public speaking experience
- Attention to detail
- Ability to work independently and to multi-task
- Ability to work as an effective team member
- Fluency in English is required; fluency in French or other language an asset

This is a 3 day a week position beginning immediately. The wage range is \$15-\$17/hr plus 4% in lieu of vacations.

Please forward your resume and cover letter to:

Mimi Horita, Marketing & Visitor Services Manager  
Gulf of Georgia Cannery Society  
12138 Fourth Avenue, Richmond, BC V7E 3J1  
[mimi.horita@gogcannery.org](mailto:mimi.horita@gogcannery.org)

Deadline to apply: May 3, 2018