

Exhibit and Program Interpreters RECRUITMENT – 2026-ECDEV-11

The Town of Smiths Falls is a vibrant, progressive single tier municipality with a population of 9000. One of Eastern Ontario's most scenic communities, we are centrally located within an hour of Ottawa, Kingston, Brockville and the US Border. The Town provides high quality and affordable life for its residents and is nestled in between prime water frontage along the Rideau Canal – a UNESCO World Heritage site and has many beautiful heritage buildings and recreational facilities.

The Town is accepting applications for **two (2) Exhibit and Program Interpreters**.

Under the direction of the Curator, the Exhibit & Program Interpreters will support the promotion and programming of the Heritage House Museum by conducting cultural tours, assisting with kids' camps, workshops and special events. The students will assist with collaborative community programs (i.e. Movies Under the Stars) exhibitions, art shows, and historic research and will act as a tourism ambassador for Smiths Falls.

Skills and Qualifications:

- Post-secondary student, returning to full-time studies in the Fall of 2026 (proof of enrollment or a valid student card required)
- Superior customer service and time management skills.
- Demonstrated experience working with children and youth.
- Excellent communication and interpersonal skills.
- Exceptional organizational skills and keen attention to detail.
- Ability to work independently and within a team environment.
- Valid Class 'G' driver's license.
- Provision of satisfactory valid Criminal Record and Driver's Abstract.

Position Type: Seasonal (May to August)
Location: Heritage House Museum, 11 Old Slys Rd.
Hours of Work: 35
Wednesday to Sunday – 8:30 a.m. to 4:30 p.m. (some evenings as scheduled)
Wages: \$18.00-\$19.00

How to Apply:

Qualified applicants are invited to submit their resume and cover letter quoting recruitment number 2026-ECDEV-11 by **Monday March 16, 2026 at 4:00 p.m.**, to Nadine Bennett, Human Resources Advisor, Town of Smiths Falls, P.O. Box 695, 77 Beckwith Street North, Smiths Falls, Ontario, K7A 4T6 or via email at careers@smithsfalls.ca

It is preferred that emailed applications be submitted in one file preferable in MSWord or Adobe format.

The Town of Smiths Falls is an equal opportunity employer, committed to ensuring all candidates are able to participate in the interview process fully and equally. If contacted for employment, please let us know if you require any accommodations to ensure you can participate fully and equally during the recruitment and selection process. We thank all applicants for their interest and only those selected for an interview will be contacted.

Personal information collected from applications is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act, and will be used to determine qualifications for employment. Questions about the collection of information should be directed to the Clerk at the address indicated above.