



JOB POSTING

Posting Number: 26-03
Position: Lead Interpreter
Location: Jack London Museum
Hours: Full Time (April - September)
Salary Range: \$33.63/hr – \$36.38/hr

Reporting to the Executive Director, the **Lead Interpreter** is responsible for daily site operations, program delivery, and team supervision at the Jack London Museum.

Qualifications:

1. Post-secondary education in museum studies, business, or related field (or equivalent experience)
2. Strong communication, leadership, and organizational skills
3. Experience with program development, supervision, and public engagement
4. Familiarity with POS systems (Square) and basic computer applications
5. Knowledge of Dawson City history and KVA programming an asset

Key Responsibilities:

1. Supervise, schedule, and train interpretive staff, students, and volunteers
2. Develop and deliver engaging Jack London and Klondike-themed presentations
3. Coordinate daily operations, visitor services, and POS management
4. Maintain accurate financial and visitor data records
5. Collaborate on facility maintenance and program improvements
6. Provide monthly and seasonal reports to the Executive Director
7. Ensure cleanliness of the site and exhibit spaces
8. Assist with inventory and gift shop management
9. Source and manage public grants for site and collection improvements

Deadline:

Posting for this position will remain open until the position is filled. Only short-listed candidates will be contacted.

Applications with cover letter, resume, and current references may be submitted to KVA Administrative Offices by email to kva@dawson.net.

Contact:

KVA administration for additional information or detailed job description.

Email: [Kva@dawson.net](mailto:kva@dawson.net)