

Nestled in the heart of Manotick Village, Dickinson Square shares a remarkable past rooted in Canadian history and industrial ingenuity. Run by Watson's Mill Manotick Inc. (WMMI), Dickinson Square is comprised of 3 sites; Watson's Mill, Dickinson House, and the Carriage Shed. Built in 1860 along the shores of the Rideau River, Watson's Mill remains active as a water powered flour mill; Dickinson House, built in 1867, displays the heritage home of the past mill owners; and the Carriage Shed houses WMMI's Used Book Store and offices. Dickinson Square is the only industrial heritage site in Ottawa and explores the lives and work of the people who have called and continue to call Manotick and Ottawa home.



For more information about Dickinson Square visit [www.watsonsmill.com](http://www.watsonsmill.com).

**Position: Community Heritage Interpreter**

**Number of Positions: 6**

**Open to:** 16 – 30 year olds

**Location:** Watson's Mill and Dickinson House (5525 Dickinson Street & 1127 Mill Street, Manotick, Ontario)

**Wage:** \$17.50/hour

**Duration:** Up to 16 weeks; anticipated start date 12 May 2025

**General Hours of Work:** Wednesday – Sunday, 9:00 am to 5:00 pm = 35 hours per week; including some early mornings and evenings

**Languages of Work:** English; oral ability in French or additional second language is an asset

**Required:** Police record check with the vulnerable sector

**Assets:** First Aid certification (WMMI will provide certification/re-certification)

**Essential Duties & Responsibilities:**

- Interact extensively with the public by providing visitors with guided tours.
- Respond to questions, engage in dialogues and direct visitors in a historically appropriate manner.
- Perform and explain period related activities that interpret the history of Manotick & rural Eastern Ontario in the 19<sup>th</sup> century .
- Provide excellent customer service; assisting with visitor reception and gift shop sales.
- Assist with the set-up, delivery, and tear down of events and programs.
- Assist in basic housekeeping and maintenance of site .

**Experience and Skill Requirements:**

The ideal candidate will have excellent interpersonal skills; will be enthusiastic & creative, have excellent communication & organizational skills, have experience working with the public, be capable of working in a team (including co-workers & volunteers) with minimal supervision, and have a great sense of humour!

Interest in regional history, historic buildings, traditional machinery, and/or community development is an asset. WMMI encourages students from all fields of study to apply at the university level.

**Working Conditions:**

Community Heritage Interpreter's will work weekends and evenings on a regular basis May-September.

Candidates will be required to work in historic buildings that are not temperature regulated (no A/C or heating), and in the outdoors from May- September, as well as in a general office setting.

They are also required to:

- Work in environments where there is wheat flour, dust and spiderwebs
- Be able to lift 20 lbs as needed (ex. Bags of flour, program/event supplies)
- Be able to climb stairs and ladders

Community Heritage Interpreters are required to wear a period costume provided by WMMI. WMMI's costumes interpret the two dominant gender identities of the 1860's (male/female) and employees may choose the costume that most closely aligns with the 1860's gender they would like to present on site.

**Application Instructions:**

Interested parties should send their cover letter and resume to:

Ms. Elaine Eagen  
Executive Director  
Watson's Mill Manotick Inc.  
[execdirector@watsonsmill.com](mailto:execdirector@watsonsmill.com)

**Resumes will be accepted on a rolling basis and interviews will be conducted until the position(s) are filled.**

**First call backs for interviews will be sent via email on 14 March 2025.**

Candidates should also register with Young Canada Works at <https://young-canada-works.canada.ca/Account/Register>.

Watson's Mill Manotick Inc. is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all. We are proud to be a CGLCC Rainbow Registered non-profit.

Please be aware that Watson's Mill, Dickinson House and the WMMI Office are not fully accessible due to the physical limitations of the historic buildings.

Dickinson Square is not easily accessible by Ottawa Public Transit.

This employment opportunity is subject to funding availability.

**Watson's Mill Manotick Inc. Vision and Mission:**

Our Vision: Dickinson Square is a heritage destination and vibrant community hub, celebrating and preserving Manotick's roots in agriculture and industry.

Our Mission: To preserve and provide a thriving and inclusive museum space where people come together through innovative and meaningful educational experiences, events, and programming centered on the history of Dickinson Square.

For more information about Manotick, please visit [www.manotickvillage.com](http://www.manotickvillage.com)