

QUEEN'S UNIVERSITY WORK STUDY 2014-2015

JOB TITLE: Bilingual French Translator

The Museum of Health Care at Kingston, located in the Ann Baillie Building (National Historic Site) at 32 George St., is looking for a student with demonstrated English-to-French translation skills to translate written materials about the history and science of health care. Projects will include translating education programs, teacher kits, informational brochures, signage, and tour scripts. For further information about the Museum and its programs, please see www.museumofhealthcare.ca.

Students will be asked to work at least three hours per week throughout the duration of the contract, on site at the Museum, or remotely, as arranged with the supervisor.

Requirements:

- The applicant must be approved by the Queen's Work Study Program and must have enough hours in their entitlement to meet the minimum hours stipulated for this project.

The chosen candidate will have the following competencies and qualities:

- Excellent French- and English-language writing skills
- Translation experience
- Works well with minimal supervision
- Detail-oriented and precise
- Proficiency with Microsoft Word to create, revise, format and edit documents in French
- Museum experience will be considered an asset
- The ideal candidate will have an interest in history, science, languages and/or medicine

*Please note that the Museum of Health Care is a scent-free environment and does not have parking.

Application Deadline: 19 September 2014

Start date: 29 September 2014

End Date: 25 April 2015

To apply please send a resume and cover letter detailing your interest in the position, how you demonstrate the competencies and qualities required by this position, and the contact information of two references, to Ashley Mendes, Museum Manager & Program Director, mendesa@kgh.kari.net.