



Position: Museum Guide (summer)

Reports to: All senior staff

Overall responsibility: provide visitor services and guided tours to connect museum visitors to local, regional and national Canadian history.

Visitor Services:

- Connect all visitors to the museum to regional history including local events and activities and educational resources onsite and online.
- Assist with improvement of signage, labels and educational information on site.
- Assist with creation of signage, labels and educational materials in French related to Canadian pioneer history.
- Assist with creation of exploratory activities for children.
- Other duties as required including day to day operations and opening and closing duties.

Guided Tours:

- Deliver guided tours to individuals and groups as required including adults and children.
- Connect visitors to history through guided tours that highlight artifacts and information from the Pemberton Museum's collection.
- Provide assistance to all visitors to ensure they can access the museum and its displays and resources.
- Recommend and connect visitors to other cultural activities and museums in the Sea to Sky region.

Special Events

- Deliver visitor services during special events at the museum and assist with development of short activities for groups (children and/or adults).

Consults with: all staff

Term of employment: (9 weeks, 320 hours) June 24, 2019 – Sept 01, 2019 / 35-40 hrs per week (may include weekends)

The successful applicant will possess the following skills and abilities

- High school and/or post-secondary education with interest in history, museum studies, education, visual arts, marketing or tourism
- an understanding of museums and their role in a community
- experience working with public (children, families, adults)
- excellent communication skills; verbal and written
- reliable and professional work standards
- outstanding customer service skills
- works cooperatively with others
- professional presentation and design skills
- knowledge of learning styles, reading levels and abilities
- proficient with MS Office; especially Word, PowerPoint, and Excel

- Physical requirements include: working outside, lifting, moving or carrying objects of various weight and dimension, climbing stairs, using a step ladder, standing for long periods, walking on uneven surfaces, and desk work.

** This position is dependent on funding from the **Government of Canada's Young Canada Works in Heritage Program**, administered by the Canadian Museums Association (CMA). Thus, the successful*



candidate must meet the following criteria: be a Canadian citizen or a permanent resident, or have refugee status in Canada (**Note: Non-Canadian students holding temporary work visas or awaiting permanent status are not eligible**), be legally entitled to work in Canada, be between 16 -30 years of age at the start of employment, **have been a full-time student (as defined by his or her educational institution) in the semester preceding the YCW job and be returning to full-time studies in the fall (2019), be registered in the YCW on-line candidate inventory**, be willing to commit to the full duration of the work assignment, not have another full-time job (over 30 hours a week) while employed with YCW.

Resumes will be accepted until **Tuesday, June 11th 2019 at 4:00 pm**. We thank all applicants for their interest; however, only individuals short-listed for interviews will be contacted. Please forward resumes with cover letters to: **Personnel Committee**. Contact Us through our website at www.pembertonmuseum.org or by phone 604-894-5504.