



Position: Museum Guide (summer/fall)

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 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 on site and online.
- 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 local and regional 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, national historic sites, indigenous cultural centers and other museums in the Sea to Sky region.

Consults with: all staff

Term of employment: (7 weeks, 168 hours) Aug 26, 2021 – Oct 09, 2021 / 24 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.

Resumes will be accepted until **Wednesday, August 18th, 2021, at 12:00 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.