



## **Museum Guide (May to September)** **Part-time and Full-time Positions Available**

***The Pemberton Museum staff team is made up of a dynamic group of individuals dedicated to sharing the history of Pemberton with our community and the world.***

**Reports to:** Senior Staff (Curator, Operations Supervisor, Guest Services Lead)

### **Organization Description:**

The Pemberton Museum is a not-for-profit organization established in 1982 to celebrate and preserve local and regional history for residents and visitors. Located on one acre in the scenic Pemberton Valley, the site features 6 historic buildings, a programming facility, and an administration and display centre. Situated on the unceded traditional territory of the Lil'wat Nation, the museum offers a unique small-town experience in the southern Coast Mountains. Pemberton is a rapidly growing community, historically significant as part of the 1858 Harrison-Lillooet Gold Rush Trail and now recognized as a gateway to the south coastal backcountry.

### **Job Summary**

They will provide front-line visitor services and guided tours, connecting museum guests to local, regional, and national Canadian history. The Museum Guide will research and develop tour scripts, educational activities, and museum programming.

### **\*Term of Employment:\***

Full or Part Time Available - some Saturdays and evenings required)

**\*\*Application Deadline:\*\*** May 25, 2025

### **\*Key Responsibilities\***

#### **Visitor Services**

- Greet guests and offer information about the museum's exhibits, local activities, and online resources.
- Answer visitor questions and make recommendations for other activities in the Pemberton area.
- Assist in improving museum tours, signage, labels, and educational materials on-site.
- Potentially help create French-language resources related to Canadian pioneer history.
- Develop exploratory activities for children, youth and adults both on-site and online.
- Perform additional tasks as needed, including daily operations and opening/closing duties.

#### **Guided Tours**

- Deliver tours to individuals and groups of all ages, including children and adults.
- Improve and adapt tour scripts, educational games, and activities.
- Highlight artifacts and archival materials that connect visitors to local, regional, and national



Canadian history.

- Ensure visitors of diverse ages, backgrounds, and abilities feel welcome and can access museum resources.
- Recommend and connect guests to cultural activities, national historic sites, Indigenous cultural centres, and other museums in the Sea to Sky region.

### **Candidate Profile**

- High school and/or post-secondary studies in history, museum studies, education, communications, visual arts, marketing, or tourism.
- Understanding (or willingness to learn) about museums and their role in the community.
- Experience (or willingness to learn) working with the public, including children, families, and adults.
- Excellent verbal and written communication skills.
- Reliable work ethic with strong customer service abilities, including empathy and active listening.
- Ability to work independently or as part of a team.
- Professional presentation and design skills (or willingness to learn).
- Sensitivity to varying learning styles, reading levels, and abilities.
- Proficiency in MS Office (Word, PowerPoint, Excel) or similar online programs; familiarity with photo/video clip management software is an asset.
- Some experience using AI tools and online graphic design tools such as Canva.
- Comfortable working outdoors and performing physical tasks (lifting/moving objects, climbing stairs, using a step ladder, walking on uneven surfaces, desk/computer work).

### **Has a Growth Mindset**

A growth mindset is the belief that our abilities, knowledge, and creativity can grow over time with curiosity, effort, and support. It encourages us to see challenges as opportunities to learn, and mistakes as part of the journey—not something to fear. When we approach our work and relationships with a growth mindset, we stay open to new ideas, stay kind to ourselves and others, and keep learning together.

### **Additional skills that will assist applicants in this role:**

- Comfort speaking and engaging with the public (children, adults, and people from around the world)
- Speaking/writing languages in addition to English
- An understanding/direct experience of local indigenous culture, protocols, and language (Stl'atl'imx)

The Pemberton Museum is committed to diversity and inclusivity in our employment practices. We promote independence, dignity, integration and equality of opportunity with persons with



disabilities by ensuring the accessibility of our facilities and services. Women, persons with disabilities, visible minorities and Indigenous candidates are encouraged to apply.

**Visit our website: [pembertonmuseum.org](http://pembertonmuseum.org)**

FB: /PembertonDistrictMuseum

Insta: /pembertonbcmuseum/

**How to Apply:**

**Please send your resume and cover letter to the Personnel Committee at:**

**[info@pembertonmuseum.org](mailto:info@pembertonmuseum.org) by May 25, 2026.**

We thank all applicants for their interest. Only those selected for interviews will be contacted.

**Join us this summer to help share Pemberton's unique heritage while gaining valuable work experience in a collaborative, community-focused environment!**