

Position Vacancy: Interpretive Guides – New Westminster Museum

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DEPARTMENT:	Office of the CAO	STATUS:	Auxiliary
UNION:	CUPE Local 387	SALARY:	Recreation Worker 1: \$17.71 (2015 rates) plus 12% in lieu of benefits, vacation and statutory holidays; Recreation Worker 2: \$19.27 (2015 rates) plus 12% in lieu of benefits, vacation and statutory holidays.
HOURS OF WORK:	Non-standard work hours*	NO. OF POSITIONS	Three

Reporting to the Heritage Programmer, the Interpretive Guide is responsible for delivering tours, programs and special events at historic Irving House, the Samson V Maritime Museum, and the New Westminster Museum & Archives. Duties may include: visitor reception; providing guided tours and demonstrations to individuals and groups; setting up and taking down programs and exhibitions; researching and assisting in the development and delivery of heritage and museum programs; promoting museum programs and services in the community; conducting exhibition checks; monitoring displays and assisting with collections inventory and documentation; supporting the safety and security of visitors, as well as artifacts and displays; working with volunteers and assisting in costume cleaning and maintenance. At times these positions may be required to lead school programs.

REQUIREMENTS:

- Completion of Grade 12 or equivalent, supplemented by proven experience related to the work. Post-secondary degree in history, museum studies, communications, or similar is desirable.
- Excellent customer service skills and guest service oriented.
- Excellent people skills with a positive and upbeat personality.
- Possess an interest in history and museum practices.
- Experience speaking engagingly, clearly and audibly to large groups of people.
- Willingness to wear Victorian-period costumes when on-shift at Irving House.
- Experience in delivering guided tours to a variety of age groups.
- Research skills and an interest in the care and handling of artifacts.
- Available to work a flexible work-week Wednesdays to Sundays, with some evening work.
- Ability to speak a second language is an asset.
- Ability to successfully pass and maintain a criminal/police record check.

* The successful candidate must be available to work a flexible work week (Wednesdays to Sundays) with some evening work.

Apply by sending your resume quoting **competition #16-13, by February 14, 2016** to the Human Resources Department, City of New Westminster, 511 Royal Avenue, New Westminster, BC, V3L 1H9, Fax: (604)527-4619 or e-mail to hr@newwestcity.ca.

We thank all applicants in advance; however, only those selected for an interview will be contacted.

*The City of New Westminster is committed to employment equity.
We welcome diversity and encourage applications from all qualified individuals.*