

<b>DEPARTMENT:</b>	Office of the CAO	<b>STATUS:</b>	Auxiliary
<b>NO. OF POSITIONS:</b>	Two	<b>UNION:</b>	CUPE, Local 387
<b>HOURS OF WORK:</b>	Non-standard schedule including evenings and weekends*	<b>SALARY:</b>	\$22.12 – \$23.91 per hour + 12% in lieu of all benefits

New Westminster has an exciting opportunity for Interpretive Guides. The New Westminster Museum is transitioning its role within its community; its mission is to enhance knowledge and deepen understanding of the City and its diverse peoples by illuminating past events, exploring current issues and facilitating conversations around future possibilities. This position supports the operation in expanding social and community perspectives portrayed by the museum. Reporting to the Heritage Programs Coordinator, guides are responsible for delivering tours, programs and special events at historic Irving House, the Samson V Maritime Museum, and the New Westminster Museum & Archives.

**What you will do:**

- Visitor reception.
- Providing guided tours and demonstrations to individuals and groups.
- 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 light cleaning and maintenance.
- Setting up and taking down programs and exhibits.
- Researching and assisting in the development and delivery of heritage and museum programs.

**What you will bring:**

- Completion of Grade 12 or equivalent, supplemented related courses in history, museum studies, geography, communications, or related discipline and some experience related to the work including experience delivering guided tours to a variety of age groups.
- Post-secondary degree in history, museum studies, geography, communications, or related discipline is an asset.
- Experience speaking clearly and audibly to large groups of people.
- Excellent customer service skills and guest service oriented.
- Excellent people skills with a positive and upbeat personality.
- Possess an interest in history and heritage with a passion for diverse community stories.
- Ability to work co-operatively, as part of a team.
- Research skills and an interest in the care and handling of artifacts.
- Available to work a flexible work-week, with some evening work.
- Ability to speak a second language is an asset.
- Ability to successfully pass and maintain a satisfactory vulnerable sector criminal/police record check.

***\*Public hours for satellite facilities (Irving House and Samson V) are Wednesday to Sundays. The museum galleries at Anvil Centre are open 7 days a week.***

**Apply online with your resume and cover letter in one document at [www.newwestcity.ca/employment](http://www.newwestcity.ca/employment) by April 7, 2024.**

*To support a workforce that reflects the diversity of our community; women, Indigenous Peoples, racialized individuals, persons of diverse sexual orientation, gender identity or expression (LGBTQ2S+), persons with disabilities, and others who may contribute to diversity of our workforce, are encouraged to express their interest.*

*New Westminster is on the unceded and unsurrendered land of the Halq'eméylem-speaking peoples. It is acknowledged by the City that colonialism has made invisible their histories and connections to the land. We are learning and building relationships with the people whose lands we are on.*

*We thank all applicants for their interest and advise that only those selected for an interview will be contacted.*

*This position is only open to those legally entitled to work in Canada*