

CRANBROOK ARCHIVES, MUSEUM AND LANDMARK FOUNDATION

Job Title: Casual Interpretive Tour Guide
Salary/wage: \$13.85
Hours of work: Part-time : 7 – 15 hours per week
Reporting to: Lead Tour Guide
Responsible for: Individual contributor - No staff reports

Cranbrook History Centre:

The Cranbrook History Centre is a museum that provides residents and visitors with engaging and informative exhibitions and programs focused on the histories, people and stories of Cranbrook and the East Kootenay region and an archive dedicated to study and research. The museum collections include historically significant Canadian Pacific Railway cars and a paleontological collection.

Position Summary:

The role of Casual Interpretive Tour Guide at the Cranbrook History Centre ranges from 7 – 15 hours per week, dependant on the needs of the Centre. This is an opportunity for those with an interest in history and/or museum or tourism studies, who would like to build a variety of new skills. Casual guides will be given the opportunity to gain experience and learn about the operation of a heritage organization. They will develop and learn new skills, such as public speaking, organizing groups, interpretive programming, conservation and restoration, collections management, office procedures and point-of-sale transactions.

Key Areas of Responsibility:

- Deliver and engage visitors in an interpretive guided tour of the historic rail cars and museum.
- Maintain records used in the interpretive program.
- Undertake Visitor reception.
- Set-up and break-down events in the Royal Alexandra Hall.
- Handle gift shop customer service, maintenance, stocking, restocking and pricing
- Archival research
- Other duties as required, including caring for museum grounds

Core Competencies:

- Must be a full-time student, minimum age of 16 attending full time secondary school or full time post-secondary studies
- Prefer a background in history, museum studies, archaeology, anthropology, tourism, education or related field.
- Must possess excellent verbal and written communication skills.
- Excellent interpersonal skills. Must be a team player.
- Must be able to walk long distances and stand for long periods of time.
- Have an outgoing personality, have previous experience working with the public, and the ability to work well with co-workers as well as independently.

Work Hours, Salary & Benefits:

- The position is a part-time, casual position.
- The Cranbrook History Centre is entitled to offer you casual employment at any time to meet its operational requirements.
- This position requires flexible evening, weekend and holiday availability.
- Compensation will be in the form of hourly pay.