

**New Westminster Museum and Archives  
Volunteer Job Description**

**Tour Guide Assistant**

Tour Guide Assistants help give guided tours at Irving House and the Samson V Museum. Tours provide an enriched, informative and interactive museum experience. Tour Guide Assistants greet visitors, record information, answer and ask questions, and provide background information on Irving House's families or the Fraser River's working boats. Tour Guide Assistants also share program and other information on New Westminster's heritage operations to promote the City's historical resources. Tour Guide Assistants are heritage ambassadors who recreate an authentic historical experience for the public. In Irving House, Tour Guide Assistants dress in period costume.

**Activities**

- Greet the public and introduce the site.
- Present in an informal and interactive manner during tours of Irving House or the Samson V.
- Ask questions relevant to room displays and artefacts, to engage participants and link the past to the present.
- Research topics in Irving family, New Westminster history and the Samson V.

**Training**

- Orientation
- Artefact care and handling
- Tour shadowing

**Work Sites**

New Westminster Museum and Archives  
777 Columbia Street, New Westminster, BC V3M 1B6

Irving House  
302 Royal Avenue, New Westminster, BC V3L 1H7

Samson V Museum  
880 Quayside Drive, New Westminster Quay, off Columbia Street



**Time Commitment**

Minimum one shift per month, one-year commitment required.

Wednesdays – Sundays from May to August; weekends from September to April.

**Qualifications**

- Good oral communication skills and interest in contemporary interpretation.
- Enjoy meeting and working with the public.
- Interest in local history and inspiring interest in others.

**Benefits**

Help bring history to life for visitors to historic Irving House, one of the province's oldest and most significant historic sites, and at the Samson V. Make new friends and develop new skills.

**Staff Contact**

Liz Twaites, Volunteer Coordinator, New Westminster Parks, Culture and Recreation  
(604) 519-1023 or [ltwaites@newwestcity.ca](mailto:ltwaites@newwestcity.ca).

