

DEPARTMENT:	Office of the CAO	STATUS:	Auxiliary
NO. OF POSITIONS:	Up to three	UNION:	CUPE, Local 387
HOURS OF WORK:	Non-standard schedule including evenings and weekends*	SALARY:	\$19.76 – \$21.36 per hour (2021 rates) + 12% in lieu of all benefits

Reporting to the Heritage Program Coordinator, 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.

If you have the following characteristics and qualifications, we want to hear from you:

- 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.
- Demonstrate an interest in the heritage, stories, and identities New Westminster’s diverse community.
- 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.
- 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 will be required to work a flexible work schedule, including evenings, weekends, and holidays as required.***

Apply by sending your **cover letter and resume in one document** quoting the competition number, to the Human Resources Department, City of New Westminster, 511 Royal Avenue, New Westminster, BC, V3L 1H9, e-mail to hr@newwestcity.ca using the following format in the subject line: **LAST NAME First Name #22-120. This posting will remain open until the positions are filled.**

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 unsundered 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