

Position: Museum and Visitor Experience Assistant
Location: Lougheed House National & Provincial Historic site in Calgary, AB
Term: Seasonal part-time, October 15, 2020 – March 2, 2021 (end date negotiable - equivalent of 80 working days required)
Salary: \$17.00/hr (28hrs/week)
Hours: 4 days per week; Thursday/Friday 2:00pm – 9:00pm; Saturday/Sunday 9:30am – 4:30pm

JOB DESCRIPTION:

The Lougheed House Conservation Society is seeking a knowledgeable, innovative, and highly motivated individual to be the Museum and Visitor Experience Assistant for the Lougheed House National & Provincial Historic Site. The successful candidate will be an energetic, self-motivated, and creative person. The successful candidate will have strong interpersonal, teamwork and communication skills as well as respect for, and the ability to work with, diverse populations. The Museum and Visitor Experience Assistant will be responsible for assisting with various museum tasks such as guest services, interpretation, and giving guided tours.

Tasks Include:

- Develop and provide guided interpretive tours of the House and gardens
- Address any questions visitors may have and provide additional interpretation of the House and exhibits when appropriate
- Monitor the front desk as needed, supporting admissions/gift shop by running basic transactions and orienting visitors as they enter.
- Develop additional resources for the training and reference of new museum interpreters.

Under the supervision of the Guest Services Coordinator, this position will work in the Lougheed House building and gardens. This position will have the benefit of receiving on-site training in museum programming and interpretation, and will gain experience in customer service, interpretation and educational programming. Students of museum studies (or related programs) who wish to continue learning and gain valuable work experience to put on their resume are strongly encouraged to apply.

QUALIFICATIONS:

- Some university/college or training in museum studies, library/archival studies, history, anthropology, education, or a related field is preferred.
- High level of written and verbal skills
- Attention to detail and thorough even with repetitive tasks
- Friendly personality to be able to work with staff and volunteers in a busy team environment, but also self-disciplined to be able to work efficiently alone
- Confident working with the public to guide tours, teach or facilitate a group
- Willingness to learn and willingness to share your knowledge to help train others
- Possess a knowledge of or interest in Calgary history including current issues
- Exceptional organizational and time management skills, punctual and reliable
- Applicable computer skills and experience with some administration work is a must (Microsoft Office suite, Windows, email, search engines, etc.)



To be eligible for YCW individuals must be a current student who must:

- have been registered as a full-time student in the previous academic year and be currently enrolled at a post-secondary institution (some flexibility due to COVID-19 may apply);
- be a Canadian citizen or a permanent resident, or have refugee status in Canada;
Note: Non-Canadian students holding temporary work visas or awaiting permanent status are not eligible;
- be legally entitled to work in Canada;
- be between 16 and 30 years of age at the start of employment;
- meet the specific eligibility criteria of the program for which you apply;
- be registered in the YCW online candidate inventory;
- be willing to commit to the full duration of the work assignment;
- not have another full-time job (over 30 hours a week) while employed with YCW.

APPLICATION:

Please send cover letter and resume via e-mail to rjabusch@lougheedhouse.com with “Museum Assistant” before the deadline date of October 9, 2020 at 5:00p.m. MST.

