



Interpretive Guide

The Grand Falls-Windsor Heritage Society

Job Description:

The Grand Falls-Windsor Heritage Society is seeking an Interpretive Guide to work at our building located at the former AbitibiBowater Training Centre at 10 Mill Road. The ideal candidate will have an interest in the history of Grand Falls-Windsor and be motivated to assist in the process of documenting and digitizing our collection.

The Government of Canada is funding this job through the Canada Summer Jobs program. You must be aged between 15 and 30 and be legally entitled to work in Canada to apply. International students are not eligible.

The successful applicant will work under the direct supervision of the Society's Collections Manager with support from our Museum/Archive Assistant. The Collections Manager will provide the student with an orientation session which will include a tour and explanation of the layout and workings of the Centre. This also will include an introduction and familiarization with the Society's collection of artifacts and extensive archival materials which includes a vast collection of photographic materials. He/she will receive instruction on and become familiar with the use of the PastPerfect museum software to record and access collections.

Responsibilities:

- To obtain a good understanding of the history of the Town of Grand Falls-Windsor and to impart the knowledge to visitors while providing interpretive tours of the Heritage Centre.
- To greet and welcome all visitors to the Centre.
- To develop a basic understanding of the collection of archival materials housed at the Heritage Centre and provide assistance and information to visitor inquiries.
- To learn to use museum database software, PastPerfect, and be able to respond to requests for historical photos using this application.
- To provide visitors with information on other tourist attractions and amenities in the community.
- To assist with organizing and maintaining displays and information.

Requirements:

- Effective communication and interpersonal skills.
- Computer literacy.
- Accurate typing skills.
- Visitor-oriented.
- Capacity to lead.
- Attention to detail.
- Able to organize information.
- Self-motivated with an ability to work with others.

The position will have a duration of 8 weeks with 35 hours per week. The hourly rate is \$12.50. The deadline for applications is May 21, 2021. The start date will be June 7, 2021.

Applicants can send resumes via e-mail to gfwheritagesociety@nf.aibn.com, or they can be mailed to:
The Grand Falls-Windsor Heritage Society Inc., P. O. Box 439, Grand Falls-Windsor, NL, A2A 2J8.