



Situated in the beautiful village of Knowlton in Quebec's Eastern Townships, the Brome County Historical Society (BCHS) operates a museum and archives dedicated to the preservation of historic Brome County's material, textual, and cultural heritage.

With this intent, the BCHS provides the infrastructure and programmes to deliver the learning experiences needed to educate present and future generations about the life and culture of prior generations.

Job Description and Responsibilities:

The BCHS is looking for two dynamic individuals to fill the position of **Museum guide** during our busy summer season.

The main task of both Museum guides will be the carrying out of one scheduled daily tour each that is open and free for all visitors to the Society. These tours will showcase key aspects of the BCHS's archival and museum collections (including one of three original WW1 German Fokker DVII fighter planes in the world) and the historical buildings that make up the BCHS campus.

Beyond their role as tour guides, the Museum guides will be tasked with the carrying out of customer service procedures and providing a warm welcome to visitors as they will be the first point of contact between the Society and its guests. Such responsibilities will include the supervising of the Museum gift shop, handling daily cash flow, making ticket and membership sales, helping with special activities, answering logistical questions from visitors, coordinating with Senior Staff in implementing the Museum's social media calendar, and assisting with daily operations at the Museum (clean-up, answering the phone, etc.).

Ultimately, Museum guides will act as historical and cultural ambassadors in the name of the Brome County Historical Society benefit from a lively work environment and the opportunity to learn about one of Quebec's most fascinating regions.

Salary & Hours

Hours: 35 hours a week, availability on weekends a requirement

Salary: \$12.50/hour

Job Requirements:

Education & Experience

- Secondary or post-secondary (CEGEP) education, a course in a history or museum/archives-related field an asset
- Previous customer service and/or tour guide experience is considered an asset

Knowledge & Skills

- Advanced written and oral communication skills in both French and English
- Knowledge of, or interest in, local and Canadian history
- Familiarity with Microsoft Office Suite
- Knowledge of Facebook, Twitter, and Instagram as well as other social media platforms
- Basic statistical analysis

Abilities

- Work well in a team and individually
- Take initiative
- Meet deadlines
- Work in a public-facing environment

Conditions

The candidate must be able to demonstrate their eligibility for the Young Canada Works program. For further details on eligibility criteria, c.f. <https://www.canada.ca/en/canadian-heritage/services/funding/young-canada-works/students-graduates/questions-students-graduates.html>

Applications:

Applications must be submitted via e-mail to bchs@endirect.qc.ca to the attention of Jeremy Reeves with the subject line "Young Canada Works - Museum Guide" by **5:00pm, April 21, 2019**. Please include with your application a cover letter, proof of student status, and an up-to-date curriculum vitae.

The Brome County Historical Society is committed to the principles of employment equity and to achieving a workforce that is representative of the Canadian population. We strongly encourage candidates to self-identify if they are an Aboriginal Person, a member of a visible minority group, or a person with a disability.