

Job Posting- Historical Interpreter/Tourism Management Assistant

May 7th - August 31st, 2025

17.80/hour

Full Time- 40hrs/Weeks (weekends required)



The Fort la Reine Museum seeks an enthusiastic Museum tour guide and tourism management assistant for the upcoming 2025 Spring/Summer season. The candidate should possess a passion for public relations, community engagement, and heritage preservation, ideally with experience managing cultural or heritage programming. This role must be filled by an individual who is organized, personable, creative, and detail oriented. This position involves working with our visiting public and a small team of museum staff in addition to collaborating with a diverse group of volunteers. Experience working with youth and providing positive leadership is an asset. This individual **must be comfortable guiding school groups and leading heritage activities.**

Qualifications:

- Experience working with youth (Child Abuse Registry and Criminal Record Checks required before employment term).
- Familiarity with public and educational programming within a museum setting is an asset.
- Good organization and project management skills.
- Lively, positive, and enthusiastic energy required.
- Advanced public speaking and communication skills.
- Self-motivated but also social and likes to work in and be part of a group environment.
- Knowledge or demonstrated interest in culture, art, and heritage of the Canadian Prairies/Canadian Heritage.
- Experience with social media platforms and tools such as Instagram, Canva, and Facebook.
- Experience working in the hospitality or tourism industry is an asset.

Duties:

- Deliver living history tours, school programs, and heritage demonstrations.
- General cleaning, artefact conservation work, and grounds maintenance as needed.
- Provide tourist information and manage reception with admission and gift shop sales, and process daily deposits using Square.
- Assist the director with social media and marketing.
- Plan, prepare, deliver, and evaluate public educational programs.
- Assist with special projects (temporary exhibit installation/deinstallation, artefact conservation, research assignments...etc.)

Training And Scheduling:

The first day of employment is tentatively reserved for May 7, 2025. The director and senior staff will provide significant safety, conservation, and interpretation training during the first week. The second week will continue this orientation, in addition to heritage building cleaning, temporary exhibit installation, and season opener preparation (tentatively scheduled for May 17, 2025). The director will provide ongoing Supervision throughout the season.

Special Requirements:

All successful candidates must be between the ages of 16 and 30 years of age. Fluency in English is required, and French a considerable asset. Own transportation is a must as the museum is located 4km east of Portage la Prairie city center.

Please submit your resumes and cover letters to info@fortlareinemuseum.com by April 18th, 2025.

We thank all applicants in advance and will contact those selected for an interview.

