



Job Description

Our exciting organization is looking for an Exhibit Guide. This is a 12-week contract position, from the end of July 2018 to September 2018 at the Royal Canadian Geographical Society's new home - Canada's Centre for Geography and Exploration at 50 Sussex Drive in Ottawa.

Exhibit Guide Duties

The Exhibit Guide is the first line of contact for visitors to Canada's Centre for Geography and Exploration. By using their exhibit-specific knowledge and training, Exhibit Guides answer questions and provide additional information to ensure visitors have a world class experience at the Centre.

Responsibilities

- Interpret the theme of the exhibits through dialogue with visitors, enjoying regular and diverse interactions with the public while maintaining a high degree of professionalism and customer service.
- Working under minor supervision, the Exhibit Guide will ensure rules are followed and exhibits are treated with respect, providing care and minor maintenance if required.
- Contribute to a positive work environment through teamwork, collaboration, enthusiasm and initiative.

The ideal candidate will:

- have experience working as an Exhibit Guide and/or at a museum and/or will be enrolled in a museum studies class or program
- have experience learning new information and sharing this information with others face-to-face in a personable and engaging manner
- have experience dealing directly with the general public
- have an interest in Canadian geography and exploration, history of the nation's capital and of indigenous peoples
- be comfortable learning basic rules and regulations and reinforcing them as required
- be comfortable standing for long periods of time
- be fluent in both official languages (mandatory)
- have valid first aid certification or be in the process of securing certification
- successfully pass a Criminal Record Check

Application Process

Please submit resume to exhibits@canadiangeographic.ca. Do not apply in person. Qualified candidates will be contacted by phone and/or email. We will only be able to respond to candidates who are selected for interviews, but we thank all candidates for their interest in this position.