

We're Recruiting For...

Lead Guide, Confederation Chamber Replica

Confederation Centre of the Arts is the result of a dream shared by all Canadians - to create a place where our country's history and multicultural character is celebrated, and where the talents of its people are nurtured and showcased. Its Heritage programs are an important part of its offerings, drawing visitors from all corners of the globe.

The Centre's *Story of Confederation* exhibit offers visitors the opportunity to experience Province House Historic Site and the 1864 Charlottetown Conference while Province House is closed for conservation work. Set in a replica of the original Confederation Chamber, the program's focus is on promoting and sharing Canadian and Island history through professional, informative interactions with the public. The program includes a historic film, a general overview of the replica and the Charlottetown Conference, and occasional appearances from the Confederation Players.

Guides are an integral part of the *Story of Confederation* program. They are responsible for welcoming visitors and providing first-person interpretation of the artifacts and themes of Confederation Chamber, and general Canadian and Island history. Guides accommodate individual visitors and large groups, provide headsets for experiencing the historic film, and answer general visitor queries from tourists.

Confederation Centre of the Arts is seeking a passionate, organized, hard-working and knowledgeable individual to fulfill the role of Lead Guide for the Confederation Chamber Replica. Reporting to the Director of Arts Education and Heritage, the Lead Guide will oversee the staffing and operations of the Confederation Chamber Replica. Tasks will include:

- Recruiting, training and scheduling Chamber Guides for work shifts
- Assist in updating training manuals, reading materials, and writing reports as necessary
- Other administrative tasks (photocopying, placing orders for supplies, etc) as needed

Candidates interested in applying for a position as Lead Guide should have:

- Experience leading tours in a cultural, historical or educational institution;
- A demonstrated interest in Canadian and Island history and culture; and
- Be comfortable leading large groups.

- Fluency in English and French (written and spoken) is considered an asset for this position.

In addition to the experience requirements listed above, the knowledge, skills, abilities, and other characteristics that are required in this role include:

- Excellent verbal communication, customer-service, and interpersonal skills;
- Strong organization and time-management skills;
- Strong leadership and problem-solving abilities; and
- Ability to adjust actions and plans in relation to external and influencing factors.

This is a 7-month, casual contract (May 2024 to November 2024). Hours below are subject to change but may look like the following:

Winter Season: May	Saturday + Cruise Ship Days	8.5 – 16 hours/week
Shoulder Months: June and October	Tuesday – Saturday	27.5 – 36.5 hours/week
Peak Season: July-September	Tuesday – Saturday	29 – 36.5 hours/week
Winter Season: November	Tuesday-Saturday	20.5 – 24 hours/week

Candidates interested in pursuing this exciting opportunity should submit their résumé and cover letter to the attention of John Mooy, Director of Human Resources, by email to careers@confederationcentre.com or in hard copy during regular business hours at the Security Desk of the Administration Offices located at 145 Richmond Street in Charlottetown.

Confederation Centre of the Arts is committed to promoting a diverse workplace culture. We encourage applications from the BIPOC community, persons with disabilities, and other under-represented groups. Where requested, we will provide accommodations to candidates for all aspects of the recruitment and selection process.

Closing Date: Friday, March 15, 2024

We appreciate the interest of all applicants for this position. However, only candidates selected for an interview will be contacted.