

Exchange District BIZ – Summer Job Opportunity Bilingual Heritage Interpretive Guide: Full Time Available

The Exchange District National Historic Site is a 30-block urban area in the downtown of Winnipeg. The Exchange is known for its intact collection of cut-stone and terra cotta buildings dating from the turn of the 20th century. The Exchange District Business Improvement Zone (BIZ) operates a guided walking tour program of this unique area to promote its national historical significance. The tours provide an overview of the types of architecture found in the area and describe the contributions of area businesses and prominent personalities to the evolution of the city. The overall responsibility of the Heritage Interpretive Guide is to provide a top quality educational, recreational and interpretive experience for tour patrons and to showcase the area's modern-day amenities.

We are seeking one bilingual Heritage Interpretive Tour Guides, who will be responsible for the delivery of the Exchange District Walking Tour Program and assisting in the translation of English tour scripts to French. In 2018, over 2,800 individuals participated in the program and we launched three new tours, all focused on the varied and exciting social history of the Exchange District. We are seeking an enthusiastic and motivated individual to join our team in 2019.

Tasks:

- Translate existing walking tour scripts from English to French;
- Deliver scheduled walking and food tours on scheduled program delivery days;
- Deliver walking tours to pre-arranged special groups and drop in guests;
- Learn four distinct 1.5-hour tour scripts and up to four 1-hour “specialty theme tours”;
- Assist with walking tour marketing and promotional activities;
- Attain sound knowledge of the commemorative integrity statement and the historical themes of the Exchange District National Historic Site;
- Become familiar with current events occurring in The Exchange as well as other amenities including restaurants, entertainment venues, specialty shops, etc.
- Perform general admin duties as needed

Responsibilities:

- Reports directly to the Tour Program Manager;
- Has extensive knowledge of tour scripts and ancillary information;
- Leads groups on walking tours providing an enthusiastic, accurate, courteous, friendly, and enjoyable narrative to participants;
- Properly and accurately account for monies collected from tour participants;
- Follows all security system procedures when accessing building interiors on tours;
- Is aware of both Exchange District and other Winnipeg tourism attractions and activities.

Requirements:

- Fluently bilingual in English and French
- The proven ability to perform as an effective public speaker;

- An educational background in history, architecture, urban studies, drama or a related field;
- An ability to navigate the Exchange District and downtown area;
- A commitment to providing professional customer service;
- The flexibility to work weekdays, weekends, split shifts and in inclement weather.

Must be available to work April 15 - August 31.

Classification: Seasonal / Full-time
Salary: \$14.00 per hour
Application Deadline: April 8th, 2019

**Submit cover letter and resume to janke@exchangedistrict.org
We thank all those who apply, however only candidates chosen
for an interview will be contacted.**