



Job Title: Education & Interpretation Assistant

Closing Date: Until the Position is Filled

Rate of pay: \$23/hr

Please read this position description fully.

The Whyte Museum of the Canadian Rockies in Banff is looking for one highly motivated and team-oriented Education & Interpretation Assistant to share their passion for the art, history, and culture of this area with museum visitors. The Education & Interpretation Assistant reports to the Manager of Education, assisting them with daily programming and delivery of school programs and public tours.

Duties and Responsibilities:

Tours – 40% (May-October)

- Deliver scripted guided tours to visitors daily
- Deliver scripted guided tours to booked tour groups daily
- Assist with development of new in-person or digital tours
- Develop and deliver other interpretive programs as required

School Programs – 50% (October-May)

- Assist in revision of current, or development of new, school programs
- Take the lead on school program delivery in-person or online
- Assist with development and delivery of educational programs for all ages

Other – 10%

- Assist with the Whyte Museum's annual events
- Assist in recruitment, supervision, and training of Education's temporary and part time staff
- Assist in all tours and education programming year round
- Develop and deliver other interpretive programs as required
- Gather visitor feedback and comments and assist with the evaluation of programs
- Other duties as assigned

Qualifications:

Reporting to the Manager of Education the successful candidate will:

- Have at least 3 years' experience in interpretive program development, delivering tours and/or school programs
- Have experience developing educational materials for all ages
- Excellent command of the English language (French is an asset)
- Be able to problem-solve in a fast-paced environment
- Have a working knowledge of Excel, Word, and PowerPoint
- Have knowledge of online platforms like Zoom for creating, assisting and managing online presentations and tours is an asset
- Must be able to stand for long periods, indoors and outdoors in all weather
- Be able to lift 20lbs
- Certification in First Aid/CPR
- Be willing to undergo a Vulnerable Sector Check
- Have a Bachelor's degree in Education (preferred), History, or Natural History

Training and Scheduling:

- This is a 1-year contract position with the opportunity for extension
- This is a full-time position of 35 hours a week
- The Whyte Museum will provide training and orientation to the Museum, its collections, and on the job logistics. Further training, mentorship and support will be ongoing throughout the work term

Candidates must commit to the entire term of work.

They must be willing to work weekends and statutory holidays.

Candidates must adhere to a dress code. All personnel are in essence, ambassadors for the museum and must represent the Whyte Museum brand and core values at all times in a professional manner.

Candidates must be fully vaccinated for Covid-19 and be able to show proof of vaccination.

Candidates must also adhere to Whyte Museum Covid-19 protocols at all times.

The Whyte Museum is an equal opportunity workplace. We celebrate diversity and are committed to creating an inclusive environment for all employees. We are building a team that represents a variety of backgrounds, perspectives, and skills. The more inclusive we are, the better our work will be.

Employees of the Whyte Museum enjoy a rewarding and culturally rich work environment.

Please provide both a cover letter and résumé clearly outlining your skills and how they relate to the duties of this position, to:

Jennifer Royal

Manager of Education

Whyte Museum of the Canadian Rockies

111 Bear Street, PO Box 160

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