



Tour Guide/ Site Interpreter (Student)

- Location:** Ministers Island Historic Site near St. Andrew's, New Brunswick
- Commitment:** **35 hours per week** from May to September (start and end dates to be determined). Schedules will fluctuate based on changing tides.
- Rate of Pay:** **\$14.00 - \$16.00 per hour** depending upon experience and role.

About Van Horne Estate on Ministers Island Inc. (VHEMI)

The Van Horne Estate on Ministers Island Inc. (VHEMI) is a registered charity organization that operates and develops Ministers Island, a provincial historic culture park site located near St. Andrew's New Brunswick, Canada. Ministers Island has a significant history with the Passamaquoddy First Nation, with Loyalist settlers and as the magnificent summer estate of industrialist, entrepreneur and artist, Sir William Van Horne. The visitor experience begins with a drive across the ocean floor to access the 500-acre site that is a mix of historic architecture, cultural and artistic displays and recreation along the scenic waterfront and forested walking trails. VHEMI's goals are to present Ministers Island as a "must-see" tourism destination and to lead the NB tourism industry in offering outstanding visitor experiences.

What Can I Expect to do in this Role?

Reporting to the Tour Manager or designate, the purpose of this position is to introduce tourists and visitors to Minister Island's unique and popular attractions, such as historical buildings, gardens, trails, museums, art galleries and other areas of cultural interest. The role will involve:

- Planning and organizing tour activities around certain areas of interest;
- Escorting guests through the tour, taking breaks when needed;
- Knowing all safety and security protocols, should they be needed;
- Greeting all guests promptly;
- Answering any questions that the guests have;
- Offering commentary and interesting point of information based on the themes and stories of Ministers Island;
- Assisting with cleaning and minor maintenance;
- Good presentation skills and the ability to convey information with enthusiasm and clarity;
- Remaining calm, friendly, and enthusiastic at all times;
- Having effective time management;
- Analytical and problem-solving skills;
- Bilingualism (English – French) is an asset.
- Ability to work with a team and in a team setting; and
- All other duties as assigned.

How Do I Qualify?

- Working towards a high school diploma and college or university degree;
- Work experience in customer service preferred;



- Experience with public speaking is an asset;
- Basic computer skills, including email and word processing;
- Verbal communication and interpretation skills;
- Passion for learning and willingness to continue to acquire knowledge; and
- Ability to memorize and recite facts clearly and accurately.

Due to the current pandemic, the Candidate must be able to wear personal protective equipment, such as face masks and shields, and appropriately sanitize oneself while working in proximity to the public and workplace colleagues. As a condition of employment, all candidates must comply with NB Health requirements.

How to Apply

Send a resume directly either by mail or e-mail, to:

Tour Department
Van Horne Estates on Ministers Island Inc.
199 Carriage Road, New Brunswick E5B 0A4

E-mail: tours@ministersisland.net (.pdf or Word .doc format) with the subject line:
"Site Interpreter Application"

No phone calls please. Only those selected for an interview will be contacted.

Applications will be accepted until the position is filled.