



Heritage Interpretive Tour Guide

Period of employment: April – September 2024
Classification: Seasonal / Full-time/Summer student
Wage: \$16.75 per hour

We are seeking to hire a student to work as a Heritage Interpretive Tour Guide, who will work with the Tour Supervisor to deliver the Exchange District Walking Tour Program during our summer season.

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.

Tasks:

- Deliver walking tours to pre-arranged groups and drop in guests
- Learn up to four distinct 1.5-hour tour scripts and up to four 1-hour “specialty theme tours”
- Assist with tour marketing and promotional activities
- Assist with tour research, updates and writing
- Attain sound knowledge of the commemorative integrity statement and the historical themes of the Exchange District National Historic Site

- Become familiar with key information on the area in order to give accurate answers to queries from tourists and the general public on restaurants, entertainment venues, specialty shops, etc.
- Maintain a front desk presence for the BIZ office
- Perform general admin duties as needed

Responsibilities:

- Acquire extensive knowledge of tour scripts and ancillary information
- Lead 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
- Be aware of both Exchange District and other Winnipeg tourism attractions and activities
- Ensure a friendly and helpful reception to visitors and guests to the BIZ office

Requirements:

- The proven ability to perform as an effective public speaker
- An educational background in history, architecture, urban studies, drama or a related field
- A commitment to providing professional customer service
- An ability to navigate the Exchange District and downtown area and work outside for long periods
- The ability to communicate in English is necessary. French is an asset
- The flexibility to work weekdays, weekends, split shifts and in inclement weather
- Full-time student during the preceding academic semester, intending to return next semester
- Canadian Citizen, permanent resident, or have refugee status in Canada
- Legally entitled to work in Canada
- Between ages 16 and 30

Please submit cover letter and resume to wallace@exchangedistrict.org.

We thank all those who apply, however only candidates chosen for an interview will be contacted.