



**2024  
JOB OFFER  
Activities-guide  
Seasonal, Full-time**

Pointe-du-Buisson, Musée québécois d'archéologie pursues a large mission. It is a location of discovery, reference and vibrant exchanges that allows the advancement of scientific knowledge, especially archaeology. Members of the team are all united by the passion that fuels them. These women and men all share values of authenticity, excellence, professionalism, work ethic, scientific rigor as they all work together towards the goals of the institution.

**The Museum is looking for a guide for the long summer period,  
so if you feel like it, join the team.**

**Main responsibilities**

Communicate the theme of the site to various clients through the guiding scenarios;  
Greet visitors (school groups, groups and the general public) in a personalized way;  
Motivate the public to participate in various activities;  
Guide the visitors during the regular and specific visits;  
Collaborate and participate in the making of certain cultural activities;  
Prepare the necessary equipment for the day and store it correctly afterwards;  
Maintain and keep the premises clean, as well as the tools and equipment used during the day;  
Report incidents that could occur during the activities;  
Keep a record of equipment breakdown and the condition of the premises;  
Ensure compliance with health and safety rules where the activities take place;  
Ensure the safety of the collections;  
Follow the rules and procedures of the institution;  
Perform all other duties that could be required of this job.

**Skills and qualifications**

The applicant must meet the eligibility criteria of the Summer Work Experience or Young Canada Works programs. The applicant must have a college diploma or completion of the collegial program must be under way in the fields of teaching, early childhood education or leisure activities. The chosen candidate must demonstrate abilities regarding communication, leadership, interpersonal skills, team building, as well as creative and dynamic qualities. Bilingualism is an asset and experience as a guide with the youth clientele as well.

**Work Conditions**

The function requires working on the weekends. Work variable hours in May and regular work schedule is 32.5/hours a week from June to September 2nd. Possible part-time after. Mandatory training sessions prior to the start of work.

If you are interested in applying, send a letter of application and resume by Friday March 29<sup>th</sup> 2024, 16:30 addressed to Mrs. Geneviève Dubé: [direction@pointedubuisson.com](mailto:direction@pointedubuisson.com)