

Exchange District BIZ – Summer Student Job Opportunity:

## **Bilingual Heritage Interpretive Guide**

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 Guide, who will be responsible for translating English tour scripts to French, researching and updating our tour scripts, and the French and English delivery of the Exchange District Walking Tour Program as needed during the off-season. We are seeking an enthusiastic and motivated individual to join our team in 2021.

**Period of employment:**      **Late April – September 3, 2021**  
**Classification:**              Seasonal / Full-time  
**Wage:**                              \$14.25 per hour

### **Tasks:**

- Translate existing walking tour scripts from English to French
- Historical research, creating new tour content, and updating of tour scripts in English and French
- Deliver walking tours to pre-arranged special groups and drop in guests in French and English as needed, as appropriate considering COVID-19 developments
- Learn four distinct 1.5-hour tour scripts and up to four 1-hour “specialty theme tours”
- Assist with 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:**

- Translate tour scripts from English to French
- 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
- Follow 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
- A commitment to providing professional customer service
- An educational background in history, architecture, urban studies, drama or a related field
- An ability to navigate the Exchange District and downtown area and work outside for long periods
- 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

Submit cover letter and resume, combined into a single document, to [schmidtke@exchangedistrict.org](mailto:schmidtke@exchangedistrict.org). Cover letter can be in English or French. French writing samples are also welcome.

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