

## JOB POSTER



**Job Title:** Walking Tour Coordinator

**Location:** Thunder Bay Museum  
425 Donald Street E.,  
Thunder Bay, ON P7E 5V1  
Tel: (807) 623-0801 Fax: (807) 622-6880  
Email: [info@thunderbaymuseum.com](mailto:info@thunderbaymuseum.com)  
Web: [www.thunderbaymuseum.com](http://www.thunderbaymuseum.com)

**Duration:** Summer to Fall 2024, hours per week flexible

**Rate of Pay:** \$20.00 per hour

**Description:** The successful candidate will host various historical walking tours around the City of Thunder Bay and promote them through digital and traditional advertising methods. Tours run for approximately 1.5-hours in length and can be scheduled flexibly. Scheduling and promotion of walking tours will be done from the Museum.

**Qualifications:** Outgoing personality, excellent oral and written communication skills, self-starter, able to work outdoors traversing urban terrain, experience with computers, interest in history an asset, access to reliable transportation to and from tour sites, interpreter training an asset.

### Eligibility:

- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations
- pass a criminal record check

### WORKING CONDITIONS:

1. Physical Demands: This position involves physical exertion produced by the incumbent in carrying out the responsibilities of the position beyond a standard office environment. The position requires the occasional ability to lift 22 kg above one's head, crawling, crouching, climbing, and lifting, carrying, and manual labor related tasks. It also involves extended time sitting, walking, and standing.
2. Environmental Conditions: This includes conditions in the work environment that have potential for negative physical impact on the incumbent. Areas of the job location are potentially dirty (including but not limited to allergens, irritants, toxins, and animal waste), loud noises, and temperature extremes from -40° C to 35° C. The incumbent may be required to wear PPE (personal protective equipment) to mitigate these risks.

3. Sensory Demands: Sensory demands are an intense; incumbents will be required to use touch, smell, sight, and hearing to perform their duties on a regular basis.
4. Mental Demands: Mental demands indicate psychological impacts that are an unavoidable part of the job and place increased mental demands on the incumbent.

**ONTARIO HUMAN RIGHTS CODE:**

It is a contravention of the Human Rights Code of Ontario to discriminate on the basis of: race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, marital status, family status, disability, age, record of offences, gender identity or gender expression. Therefore, a resume submitted must not include references to any of the above characteristics.

Do not include:

- Photos
- Any certificates that have photo identification
- Driver's licences
- Police records checks

Note: The above documentation may be requested by the Thunder Bay Museum should you be the successful applicant. Please do not submit your Criminal Record Check with your application.

**ACCOMMODATION:**

Reasonable accommodations are available upon request for all parts of the recruitment process.

**APPLICATION:**

Send resume with cover letter by email to:

Scott Bradley, Executive Director  
Thunder Bay Museum  
425 Donald St. E.  
Thunder Bay, ON P7E 5V1  
[director@thunderbaymuseum.com](mailto:director@thunderbaymuseum.com)

Emailed resumes must include full applicant name in the file name

**Deadline:** Until filled

We would like to thank all applicants and advise that only those to be interviewed will be contacted.

**About the Thunder Bay Museum:**

The Thunder Bay Historical Museum Society was created in 1908 to collect, preserve, and interpret the history of Northwestern Ontario. The Society operates as a museum, an archives, and a historical society, and offers a wide range of programs and services in each area.

The Thunder Bay Museum is an equal opportunity employer who encourages applications from Indigenous peoples, persons with disabilities, members of visible minority groups, and women. Reasonable accommodations are available upon request for all parts of the recruitment process. Applicants can make their needs known by contacting the museum in advance.

*\*The Thunder Bay Museum building is completely handicapped accessible\**