



## 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:** Late Spring to Fall 2025, hours per week flexible

**Rate of Pay:** \$22.00 per hour, plus compensation for some expenses

**Description:** The successful candidate will organize and guide historical walking tours at several locations around the City of Thunder Bay using an audio headset system. They will promote the tours through digital and traditional advertising. Tours run for approximately 1.5 hours in length and can be scheduled flexibly around the incumbent's schedule.

**About You:** The ideal candidate will have the following skills and experience:

- Excellence in customer service and people skills, as well as resourceful administrative skills
- Event planning experience is an asset
- Strong organizational skills and attention to accuracy, detail and compliance
- Able to work outdoors traversing urban terrain
- Tech savvy, comfortable with new and changing technology
- Interest in history and research
- Access to reliable transportation to and from tour sites
- Interpreter training an asset

### **Requirements and Responsibilities:**

- Receive about 20 hours of training and practice for tours
- Flexible schedule for providing tours at a variety of times during the days, evenings, and weekends
- Must be able to use event scheduling software independently
- Care, cleaning, and charging of radio headsets for tour participants
- Maintain records of tour metrics, feedback, and issues

### **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

- Have access to reliable transportation to be at all tour locations

**Working Conditions:**

1. **Physical Demands:** This position involves physical exertion produced by the incumbent in carrying out the responsibilities beyond a standard office environment. The position requires the occasional ability to lift 22 kg above one's head, crawl, crouch, climb, lift, carry, and perform manual labour-related tasks. It also involves extended time sitting, walking, and standing.
2. **Environmental Conditions:** This includes conditions in the work environment that have the potential to impact the incumbent negatively. 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 intense; incumbents will be required to use touch, smell, sight, and hearing to perform their duties regularly.
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 based on 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 Thunder Bay Museum may request the above documentation 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. We ask that applicants make their needs known when first contacted by our recruitment team.

**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 the full applicant name in the file name.

**Deadline:** Until filled

We want 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, offering a wide range of programs and services in each area.

The Thunder Bay Museum is an equal opportunity employer that 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\**