



JOB DESCRIPTION

POSITION TITLE: VISITOR EXPERIENCE ASSISTANT
REPORTS TO: MANAGER OF HERITAGE CULTURE & TOURISM
CATEGORY: STUDENT – 35 HOURS/WEEK
EMPLOYMENT DATES: MAY 08 TO AUGUST 25TH, 2023
HOURLY RATE: \$18.04

POSITION SUMMARY:

Loyalist Township is now accepting applications for the summer Visitor Experience Assistant. This summer position will work directly with the Heritage, Culture and Tourism team and will support the daily functions of the division during the busy summer season. The successful student will gain valuable work experience in the culture and tourism sector.

QUALIFICATIONS & EXPERIENCE:

- Currently enrolled in post-secondary education in Tourism, Heritage or Cultural Resource Management, Museum Studies, Museum Education, Marketing, Communication, Education, Graphic Arts, or related field.
- Must be a full-time student planning to return to full time studies in the Fall.
- Interested in community development, tourism, and culture.
- Creative ability as demonstrated through experience with arts or design.
- Strong research, analytical and communication skills with a high level of attention to detail and the ability to work independently on specific tasks.
- Excellent customer service and ability to interact with visitors.
- Experience volunteering or working in the tourism and culture field will be considered an asset.

DUTIES AND RESPONSIBILITIES:

The student will assist with:

- Providing engaging and informative site tours of the Bath Museum and Babcock Mill.
- Preparing and facilitating summer activities and events at various locations throughout the Township.
- Post-event, program, and social reporting.
- Supporting the development and implementation of experience-based opportunities to attract and engage local and regional tourism.
- Developing engaging, interactive programs such as community-wide scavenger hunts, puzzles, and games for visitors to enjoy.
- Developing unique and engaging social content to promote tourism.
- Other duties as assigned

WORKING RELATIONSHIPS:

Internal

Daily communication with Township employees

External

Occasional interactions with Township residents and visitors

WORKING CONDITIONS:

Normal office-type environment (may be in office or other municipal buildings). May be seated for long periods (3-4 hours).

The job description reflects the primary duties and responsibilities of this position and should not be construed to describe in detail all duties and responsibilities of the job.

Please submit an application along with your cover letter and résumé using the Apply Now button below **by Sunday, February 5th at 11:59 PM**. Interviews to be scheduled in the weeks of February 13-17th and 20th-24th.

[**APPLY NOW!**](#)