

Cothrom Cosnaidh | Employment Opportunity

Visitor Centre Assistant (student position)

Baile nan Gàidheal | Highland Village

Reporting to the Manager of Visitor Engagement, the Visitor Centre Assistant provides accurate, informative, and engaging information about Nova Scotia's Gaelic culture and Baile nan Gàidheal | Highland Village Museum.

The Visitor Centre Assistant is responsible for greeting visitors, providing an orientation to the site, assisting with the cruise ship hospitality program, processing admissions and gift shop purchases and responding to visitor inquiries to ensure a positive visitor experience.

The Visitor Centre Assistant is responsible for the following typical duties (in accordance with the policies and plans of the Nova Scotia Highland Village Society and the policies of the Nova Scotia Museum):

- Greet visitors to the Visitor Centre and provide an orientation to the site including a brief including a brief introduction to the story of Gaels immigration from Scotland to Nova Scotia, and first-person animation, demonstrating knowledge of Gaelic culture, language, folklife and material culture.
- Using effective personal communication skills, share the story of the Gaelic speaking people who settled in Nova Scotia (their language, culture, folklife and material culture), and answer visitor inquiries to ensure that the visitor's experience exceeds expectations.
- Work with Visitor Centre team to process POS admissions and gift shop sales, record visitor statistics, and package in-store and on-line purchases.
- Execute the hospitality program for group tours (serving oatcakes and beverages and answering questions before visitors explore the exit exhibit and gift shop).
- Assist the delivery of special programs and events as scheduled
- Provide helpful information to visitors such as location of washrooms, further information on stories, local directions, etc.

Salary Range & Benefits: \$16.00/hour, 35 hours per week for 8 weeks. Applicants must be between 15 – 30 years of age, and eligible to work in Canada.

Employment Equity Statement Our goal is to be a diverse workforce that is inclusive and representative, at all job levels, of the communities we serve. We encourage applications

from all equity groups. If you are a member of an equity group, please self-identify on your electronic application.

How to Apply Only electronic applications will be accepted. To apply, send a resume and cover letter to Jessica Farrell, Visitor Experience Manager, at jessica.farrell@novascotia.ca. Please ensure you demonstrate in your application how you meet the above qualifications.

Applications must be received by end of day on Monday, June 2, 2025.

We thank all applicants for their interest, however, only those selected for an interview will be contacted.