

## **Student Tour Guide/ Archivist Job Description**

### **Duties:**

- Care and maintenance of Christ Church archive collection. Create a comprehensive catalogue of items in the collection.
- Working knowledge of database systems preferred ( Microsoft Office or Google Suite)
- Experience working in an archival setting and experience in arrangement and description of archival collections preferred but not necessary
- Strong organizational, communications and interpersonal skills, and the ability to work accurately and independently.
- Conduct tours of historic Christ Church Dartmouth
- Performs related duties as required ( light cleaning, other office duties, etc.)

### **Requirements:**

- Must be able to work mornings and possibly weekends, and hours throughout the week.
- Enrollment in recognized university/ post secondary program required.
- Must be comfortable speaking in public
- Ability to read, write and accurately follow oral and written instructions.
- Excellent command of the English language (both oral and written) required.
- Self motivated and able to work unsupervised at times
- Must follow SAFER Church Guidelines

### **Working conditions:**

Work will be directed by the Historical Committee and Parish Administrator. The work is primarily located in the Church Vestry and Hall. The successful candidate will be responsible for creating a catalogue of the items held by Christ Church Historical Committee and providing guided tours of the church and/or its cemetery when requested.

### **Pay Rate:**

- \$14.00 – \$15.00 depending on experience