

Job Description – Lennox Island Mi'kmaq Cultural Centre
Title: TOUR GUIDE/RESEARCHER/ARTISAN

Reports to: Director of Culture and Tourism

Based at: Lennox Island Mi'kmaq Cultural Centre

Job purpose:

Research the Cultural Practices, Traditions and History of the Mi'kmaq of Prince Edward Island for the Lennox Island Mi'kmaq Cultural Center.

Ensuring that accurate information regarding current and historical issues of significance to the community of Lennox Island and the Mi'kmaq Nation are being relayed to future guests.

Develop a Digital Database of historical documents and information currently stored at the Lennox Island Mi'kmaq Cultural Center.

Key responsibilities:

1. Research, Record/Document information regarding the Cultural Practices, Traditions and History of the Mi'kmaq of Prince Edward Island
2. Develop a Digital Database of historical documents and information currently stored at the Lennox Island Mi'kmaq Cultural Center
3. Provide tours to visitors of the Lennox Island Mi'kmaq Cultural Center and respond to questions they may have
4. Provide tours to visitors of the Lennox Island Church and respond to questions they may have
5. Ensure that information being provided is accurate
6. Maintain a clean work environment (Dusting, Sweeping & Mopping floors, Wiping displays and information boards etc.)
7. Assist with planning and implementation of Cultural Events in the community
8. Sale of Mi'kmaq artwork and other items available for purchase
9. Maintain a weekly work log and provide weekly activity report to the Director of Culture and Tourism

Occasional Duties:

1. Answering phones and responding to inquiries
2. Soliciting and Receiving donations
3. Attendance and participation in staff/team building meetings
4. Typing of documents
5. Providing administrative Support to Director of Culture and Tourism and other staff when requested
6. Assist with Lennox Island Pow Wow fundraising activities and events

7. Assist with St. Anne Sunday activities initiated by the Lennox Island Mi'kmaq Cultural Center
8. Assist with the planning and implementation of the Annual Lennox Island Pow Wow
9. All other duties as required

Qualifications:

- Must be able to work as part of a team
- Must be friendly, personable and professional
- Outstanding Customer Service skills
- Effective communication skills
- Motivated and task oriented
- Ability to use a computer and various computer programs and applications
- Ability to be assigned tasks and to work independently to complete tasks
- Understand the history and structure of the Lennox Island First Nation and the community

Working Conditions:

- Work week will consist of 37.5 hours per week
- Shift Work including Evenings and Weekends
- Some work will be conducted outdoors

Physical Requirements:

- Lifting up to 20 lbs
- Ability to stand for long periods of time

Please submit resume via email to jamie.thomas@lennoxisland.com or drop off at the band office between 8:30-4:00 Monday through Friday.

All applications must be received no later than 4pm on May 12th 2022