



15 Water Street
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www.gorebay.ca

Summer Student – Museum & Harbour Centre (Culture & History)

Position Title

Museum & Harbour Centre Summer Student

Reports To

Community Services Manager and/or Museum Curator

Position Summary

The Museum & Harbour Centre Assistant supports the daily operations of the Gore Bay Museum and Harbour Centre by assisting visitors, maintaining exhibits and public spaces, supporting events and programming, and promoting local culture and history. The position provides valuable experience in tourism, heritage, customer service, and community engagement.

Key Responsibilities

- Welcome and assist visitors in a friendly and professional manner
- Provide information on museum exhibits, Gore Bay history, local attractions, and events
- Assist with daily opening and closing procedures
- Help maintain museum displays and exhibit spaces
- Support special events, workshops, tours, and community programming
- Assist with social media content and promotional materials (if assigned)
- Maintain cleanliness and organization of public and work areas
- Record visitor statistics and general inquiries
- Perform other related duties as assigned

Qualifications

- Student returning to school in Fall 2026
- Strong interest in history, culture, tourism, or community services
- Excellent communication and interpersonal skills
- Friendly, outgoing, and comfortable interacting with the public
- Ability to work independently and as part of a team
- Reliable, organized, and punctual

Working Conditions

- Seasonal summer position
- Weekend and occasional evening work may be required
- Public-facing/customer service environment

Skills & Experience Gained

Customer service and communication
Tourism and heritage operations
Event and program support
Public engagement and promotion
Workplace organization and teamwork

Wage

As per approved student wage rate and funding guidelines. \$16.60

Duration

Summer 2026 season

How to Apply

Interested applicants are invited to submit a resume and cover letter to:

Kelly Chaytor
Community Services Manager
kchaytor@gorebay.ca

Only those selected for an interview will be contacted.