

Program Stream: Canada Summer Jobs

Job Title – Museum Tour Guide - **Job ID #2**

Organization Name: Drayton Valley Museum

Job Location: Drayton Valley, Alberta

Length of Assignment: 8 weeks ; Thursday – Monday; **Weekend work required**

Hourly Wage : \$16.50/hr ; 30hrs/week

Tentative Start Date: July 2, 2026

Application Deadline: June 1, 2026 (or until suitable candidate found)

Email resume to: dvmuseumadmin@gmail.com **Attn:** Hiring committee

Mail: Box 5099, Drayton Valley, AB T7A1R3

JOB DESCRIPTION:

Drayton Valley Museum and Archives is looking for one (1) Museum Tour Guide / Interpreter as part of the 2026 Canada Summer Jobs Program. This role will be a perfect summer job opportunity for a student with an interest in local rural history, museums & heritage and tourism promotion. ****Will be required to work weekends for duration of employment**

Description of Tasks

- Deliver guided on-site interpretive tours of the Drayton Valley Museum
- Provide accurate information about the museum and its collection to visitors
- Provide accurate information to local and out of town visitors about our community, its amenities and of the local area when requested
- Assist with the research and collect accurate information to create 1 new museum exhibit
- Assist in the operation of the new Tourist Information desk located at the museum
- Research and write up information on objects in our collection that are lacking in information
- Create museum related digital content in the form of posts, photos and videos which will be shared on our social media sites
- Photograph Project for County Display
- Flower garden maintenance, cleaning of historic buildings
- Support the Drayton Valley Museum and Archives through positive conduct and actions and help to maintain our inclusive, welcoming environment
- Other duties as assigned

Ideal Candidate will be an individual with an interest in local history, tourism, museum studies, education or another relevant program

- Must enjoy working and engaging with the public
- Must be reliable, energetic, creative and outgoing
- Experience with MS Office, search engines, Apps and email
- Basic knowledge and experience using social media platforms
- Basic experience in research and writing reports and documents
- Ability to write and print legibly

- Good public speaking skills with the ability to communicate with people of all ages, diversity & cultures
- Organized, detail oriented (even with mundane tasks), good time management skills
- A friendly, collaborative personality
- Self-motivated with ability to work independently
- Adaptable to changing environment, situations or work schedules
- Willingness to learn and share knowledge

***Candidate must be eligible as per the guidelines Canada Summer Jobs Program 2026**

***Be between 15 – 30 years of age at the start of employment**

***Be a Canadian citizen, Permanent Resident or person who has refugee status in Canada and is legally entitled to work in Canada in accordance with relevant provincial/territorial legislation and regulations**

***Have a valid Social Insurance Number at the start of employment**

***Be willing to commit to the full duration of the work assignment**

****Weekend work will be required for duration of the work assignment**

“Drayton Valley Museum endeavors to make our policies, programs and workplace more inclusive, respectful and barrier free. We encourage and welcome applications from individuals with diverse experiences, backgrounds and cultures. “

Webpage: draytonvalleymuseum.com