



## **KENNEDY HOUSE HISTORY TOUR COORDINATOR**

*The Red River North Region is filled with history, heritage sites, and unique attractions. Predominant among them is Captain Kennedy House.*

*We are looking for an outgoing and enthusiastic individual who is eager to share the history of this property and the life and family of Captain William Kennedy, with the public through tours and presentations.*

As part of a small team, you will work primarily at home, conducting tours on the Kennedy House property on River Road in St. Andrews, attending meetings and other events in various locations as needed. The hours are a flexible 30-35 hours per week from June 3<sup>rd</sup> through September 2<sup>nd</sup> and will include evenings or weekends as determined by activities, generally scheduled in advance. The rate is \$17.30/hour.

### **Responsibilities & Duties include:**

- Developing a coordinated and sustainable tour program to be offered throughout the summer season beginning in 2024 and continuing in future years; including a volunteer component
- Planning, preparation and delivery of tours on the Kennedy House property
- Assisting with the creation and content of tour advertising and other promotional materials
- Coordinating tour schedules with other local events and activities
- Organizing photography and writing copy that may be used for program promotion
- Promoting and engaging group tours through outreach
- Updating public information
- Research for program preparation
- Deliver off-site speaking and presentation engagements as they arise
- Assisting with the coordination of other tourism activities and projects as they arise
- Weekly reporting of project and program progress.

This is not a routine position. The ability to take initiative is important. Hiring is under the auspices of the 2024 MMF Summer Student Employment Program.

### **If you are:**

- A registered Red River Métis Citizen
- Returning to university in September
- Organized, and have strong interpersonal and customer service skills
- Have excellent oral and written communication skills and/or previous experience in communicating with the public, events, or leadership
- A strong interest in area history
- Have access to a computer
- Have a valid drivers license and access to a vehicle

### **This job may be for you!**

Send your cover letter and resume to: [secretary@redrivernorthtourism.com](mailto:secretary@redrivernorthtourism.com) by May 10<sup>th</sup>.