

The City of Pickering is committed to creating an equitable, diverse and inclusive workplace and strives to foster a sense of belonging, empowerment and respect among all employees and community members. We recognize and value that diverse perspectives, skills, backgrounds, and lived experiences contribute to the growth and strength of our organization and community. As such, we welcome and encourage applications from Indigenous Peoples and equity-deserving communities including women, persons with disabilities, racialized persons, persons who identify as 2SLGBTQI+, and other diverse communities.

Museum Guide

Department:	Community Services
Classification:	4 vacancies, (Term - August to December 2026)
Affiliation:	CUPE Local 129
Vacancy Reason:	Existing
Shift/Hours:	Monday – Sunday, Incl., up to 35 hours per week
Salary Range:	\$21.78 per hour
Work Location:	Pickering Museum Village, 3350 Greenwood Road, ON (L1X 0J3)>
Date Posted:	Wednesday July 15, 2026
Deadline to Apply:	Thursday July 30, 2026

Job Summary

The City of Pickering is seeking a dedicated and motivated individual to join our team in the role of Museum Guide.

The successful incumbent is responsible to provide front line interpretation, programming, reception and event support of the Pickering Museum Village to the public.

Primary Responsibilities

- Facilitates public programs at the Pickering Museum Village including interpreting history, leading tours and leading activities like arts and crafts, food preparation, garden activities, and games.
- Interprets Pickering history through heritage demonstrations which may include: weaving, spinning, blacksmithing, cooking, knitting, games, crafts and other historic handicrafts or methods.
- Provides positive, friendly, and responsive front line customer service to museum guests. Leads visitor experiences in programs, tours, activities, events, and administration like event check-in or inquiries.
- Facilitates museum programming including program set up, delivery, clean up and evaluation.
- Responsible for event supply set up, clean up and support on event and program days.
- Provides marketing support of museum programs, events and services. Marketing support may include attending outreach events to promote the museum to the general public, performing demonstrations, distributing flyers and brochures, and collection of marketing data.
- Prepares food in compliance with Durham Health Standards for public programs, including clean and safe operation of kitchen appliances and safe food storage and handling
- Assists with daily housekeeping of the museum site and heritage buildings, including opening and closing the museum, and cleaning.
- Performs other related duties as required.

Additional secondary responsibilities may apply and will be outlined in the Job Description, which will be provided to candidates selected for an interview.

Education and Experience

- Successful completion of some high school courses
- Experience working in a front-line customer service role is an asset
- Experience working in a heritage program facilitation is an asset
- Previous general cashier experience is an asset

Knowledge, Skills and Abilities

- Well-developed interpersonal, and communication skills (oral and written in English)
- Strong presentation skills in guided tours or providing information to the public.

- Knowledge of history, heritage, arts, culture, and tourism is an asset.
- Ability to deal courteously and professionally with staff, volunteers, and members of the public.
- Basic proficiency in the use of personal computers, Windows based software applications, and other software relevant to the position.
- Must hold current Standard First Aid, Basic Rescuer CPR-C and Auto External Defibrillator (AED) certifications.
- Must have reliable transportation to and from the Museum.
- Must be prepared to undergo a Vulnerable Sector Screening as a condition of employment.

Compensation also includes the ability to work a hybrid remote schedule, a comprehensive benefits package, and an OMERS pension plan.

Qualified candidates may complete an **online application form** where you will be required to upload your resume and cover letter (PDFs only). We thank all applicants for their interest, however, only those selected for an interview will be contacted. In accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, personal information is collected under the authority of the *Municipal Act* and is used for the purpose of candidate selection.

The City of Pickering is committed to inclusive and barrier-free employment practices, and to creating a workplace that reflects and supports the diversity of the community we serve. Accommodations are available throughout the recruitment process in accordance with the *Accessibility for Ontarians with Disabilities Act*. Accessible formats and supports can be requested. For assistance, please contact the Human Resources Department at 905.420.4627 or hr@pickering.ca.

Pickering: A complete, world-class city... inclusive, connected, caring and prosperous.

