



French Speaking Heritage Assistant

Heritage Assistants are called upon to complete a variety of tasks, both at Mackin House and in the Coquitlam community, including:

- Conducting tours of Mackin House, Maillardville, and other areas of Coquitlam
- Caring for Mackin House, including light cleaning, gardening, and tidying the rooms and grounds
- Helping visitors with directions and tourism-related questions
- Working with children, adults, and seniors at events, festivals, and during workshops
- Preparing for events and workshops, including crafts, baking, and setting up rooms
- Data entry into our contact and artifact databases
- Running local errands
- Presenting a bin of heritage artifacts to a classroom or group
- Assist with exhibit research and preparation as needed

General Requirements

- Fluency in French required
- Demonstrates a genuine interest in community, heritage, history, and culture
- Displays a helpful, outgoing personality
- Works well in a team and individually
- Can focus on and complete tasks in a timely manner
- Can prioritize and manage time well
- Excellent communication skills, both verbal and written
- Is curious, learns quickly, and is very comfortable researching and problem solving
- Is flexible and happy to lend a hand wherever it's needed
- Lift up to 20 lbs safely
- Is available during the day for school tours
- Happy to be a casual, on-call employee
- Must pass a criminal record check

Additional Skills

These skills (superpowers) are considered assets as well. Please let us know if you possess any of them: museum artifacts care, baking, performance, event planning, social media, workshop leader, tour leader, photography, videography, live streaming, graphic design, gardening, canning/preserving, first aid, access to a car.

To apply, please send your resume and cover letter to museum@coquitlamheritage.ca

Job posting to remain open until position is filled.