



**Chinatown  
Transformation  
Collaborative**  
愛城唐人街發展協會

# NOW HIRING!

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## **Job Title: Local Tour Guides (2 Positions)**

**Application Deadline: May 20, 2024**, or until the position is filled

**Targeted Start Date:** June 3, 2024

**Term:** 9 weeks

**Compensation:** \$18 an hour, 30 hours per week (work hours vary as required).

Must be able to work weekends and holidays.

Chinatown Transformation Collaborative Society (CTC YEG) is seeking two (2) Local Tour Guides to develop, coordinate, and lead tours for the 2024 CTC Summer Activities programs. Chinatown Transformation Collaborative Society, formed in 2018 by passionate advocates and organizations, aims to preserve Chinatown as a culturally significant and celebrated location and a vibrant and inclusive place to visit in Edmonton. The Local Tour Guides will play a key role in contributing to the Chinatown Strategy Plan to attract locals and visitors to Chinatown. If you enjoy being out of doors and entertaining large groups of people, here is the perfect opportunity for you.

This position is partially funded through the Canada Summer Jobs Program.

### **To be eligible, applicants must:**

- Be between 15 and 30 years of age at the beginning of the employment period
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial legislation and regulations

### **Local Tour Guides Job Description:**

The Local Tour Guides are responsible for familiarizing visitors with the history, functions, and customs of Edmonton's Chinatown through tours. They report to the Tour Guide Supervisor and work as team members. The CTC Celebrate Chinatown as a Destination Committee provides oversight.

The **Gateway** to **Edmonton Chinatown**.

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**CTC Storytelling Centre @ The Hull Block**

10601 - 97 Street | Edmonton, Alberta | T5H 2L5

[info@ctcyeg.com](mailto:info@ctcyeg.com) | [CTCYeg.ca](http://CTCYeg.ca)



**Duties and responsibilities include but are not limited to:**

- Assist the Tour Guide Supervisor in responding to general public inquiries about tours;
- Assist the Tour Guide Supervisor in researching and designing Chinatown tours with different themes;
- Schedule visits to Chinatown businesses and other attractions of interest ahead of time, if required;
- Familiarize yourself with the layout and history of Chinatown in which you will be working.
- Deliver exciting and informative tours about Chinatown suitable to diverse audiences;
- Direct participants to nearby areas (e.g., Little Italy) and other city tours that might interest them.
- Perform participant evaluation, track the number of tours and participants, and other data for TGS use;
- Assist the Tour Guide Supervisor in tour-related administrative duties as required;
- Attend weekly meetings in-person or online;
- Professionally represent the organization;
- Other tasks as deemed appropriate by the Tour Guide Supervisor.

**Qualifications include:**

- High School students, high school diploma, post-secondary studies or equivalent; related experience will be considered;
- Capacity to stand and walk for extended periods;
- Strong conversational skills with a knack for storytelling and people skills;
- Strong organizational, time management, and improvisational skills;
- The ability to speak and/or write Chinese or Vietnamese is an asset;
- Good knowledge of the Chinatown area in Edmonton is an asset;
- Ability to multitask and work as a team as well as independently;
- Experience in research and evaluation of an asset;
- Strong computer skills and familiarity with social media.

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In alignment with the Canada Summer Jobs' national priorities, we strongly encourage individuals from underrepresented in the labour market to apply (e.g., BIPOC, 2SLGBTQI+, etc.). **Please send a brief cover letter and your resume to [jobs@ctcyeg.com](mailto:jobs@ctcyeg.com) with the subject line Local Tour Guide Application. The deadline to submit your application is Monday, May 20, 2024.** Only candidates who are chosen for an interview will be contacted. Interviews will be scheduled starting May 23, 2024.

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