

**Job Title:** Summer Intern

**Location:** Hector Heritage Quay, Pictou, NS

**Organization:** Ship Hector Society

**Application Deadline:** Wednesday, May 7, 2025

**Start Date:** TBD (Training provided)

**About Us:**

The Hector Heritage Quay is operated by the Ship Hector Society, a non-profit organization governed by a dedicated volunteer board of directors. This year marks an exciting milestone for the Society, with the installation of all-new exhibits and the highly anticipated *Launch of the Ship Hector* on July 12.

**Position Overview:**

We are seeking enthusiastic and dedicated Summer Interns to join our team during this landmark season. Interns will play a vital role in welcoming and educating visitors to the newly renovated Hector Heritage Quay and the Ship Hector. This position includes a mix of public engagement, event support, administrative work, and site maintenance.

**Key Responsibilities:**

- Lead guided tours for individuals, school groups, and tour groups.
- Deliver outstanding guest services, providing information and assistance.
- Support program development and implementation for summer events and activities.
- Assist with planning and execution of the Ship Hector's Big Splash Launch Event on July 12.
- Carry out administrative duties including:
  - Processing ticket sales through online booking software
  - Invoicing tour groups and managing payment transactions
  - Preparing and processing bank deposits
  - Adhering to staff schedules and operational procedures
- Perform light maintenance duties, including:
  - Cleaning display areas and washrooms
  - Light yard and site upkeep as needed

**Qualifications & Skills:**

- Strong interpersonal and communication skills
- Comfortable interacting with individuals and groups of all ages
- Able to provide directions, answer questions, and assist guests of all mobility levels
- Punctual, courteous, and eager to contribute to a team environment
- Willingness to participate in all aspects of site operation
- Experience in customer service, tourism, or events (an asset)

**Additional Information:**

- All training will be provided.

**Equal Opportunity Employer**

- The Ship Hector Society is committed to a diverse, inclusive workplace that honors the shared Scottish and Mi'kmaw heritage of Pictou. We value all cultures, abilities, and perspectives — believing they make us stronger. We are dedicated to a safe, respectful environment that celebrates our past and builds a hopeful future for all.

Only those selected for an interview will be contacted.

**How to Apply:**

Please submit your **resume and cover letter** to:

**Rebecca Whiffen**

Tourism Manager

Email: [rebecca@ship Hector.ca](mailto:rebecca@ship Hector.ca)