

STUDENT GUIDE PROGRAM 2012



Apply today for a seasonal guide position at the Canadian Second World War Museum in France

Inaugurated on June 6th, 2003, the Juno Beach Centre in Normandy, France is a place of commemoration and discovery dedicated to the Canadians who fought in the Second World War. It also presents the diversity and grandeur of contemporary Canada. The Centre is situated on the very location where thousands of Canadians landed on June 6th, 1944. Visitors to the Centre gain a better understanding of Canada's contribution to the Second World War thanks in part to the energetic and hardworking student guides who work here throughout the year.

JOB DESCRIPTION

Working in both English and French, guides:

- ❖ Welcome visitors in the hall of the Centre;
- ❖ Inform visitors about the Centre;
- ❖ Give introductions to the permanent and temporary exhibits to groups and individuals;
- ❖ Work in the boutique selling entrance tickets and souvenirs;
- ❖ Give guided tours of JUNO Beach;
- ❖ Give educational presentations to school groups (animations, workshops, etc.);
- ❖ Adapt tours and presentations to suit the needs of various groups (including school groups, veterans, and VIPs, etc.);
- ❖ Inform visitors about Canada's contribution to the Second World War (at home and on various fronts), as well as about contemporary Canada;
- ❖ Provide information on other Canadian sites in Normandy and in France;
- ❖ Participate in organizing cultural and historical activities at the Centre;
- ❖ Provide operational support and assist with various projects (such as ceremonies, special days, etc.).



WORK TERM

Guides are hired for one of the following periods:

Period	Guide Position	Returning Guide Position
Period 1: January 27 - May 14, 2012	2 positions to fill	1 guide position (Jan. 27 - May 14) that becomes a returning guide position during Period 2 (May 15 - August 31)
Period 2: May 10 - August 31, 2012	5 positions to fill	1 guide position (May 10 - August 31) that becomes a returning guide position during Period 3 (Sept. 1 - Dec. 31)
Period 3: August 27 - December 31, 2012	2 positions to fill	

Guides are required to arrive at the museum the morning before their first day of work in order to deal with all administrative matters.



SELECTION CRITERIA

Applicants to the guide positions will be assessed according to the following criteria:

- ❖ Ability to communicate fluently in both English and French;
- ❖ Work experience (working with the public and with children, guiding, cultural / historical animation, customer service, etc.);
- ❖ Knowledge of Canadian history and in particular, Canada's contribution to the Second World War;
- ❖ Professionalism, personal maturity and ability to work in a team;
- ❖ Excellent oral communication and interpersonal skills;
- ❖ Currently a student in a postsecondary institution or having graduated within the past year.

INTERVIEWS

We wish to thank all applicants for their interest and effort in applying for a position at the Juno Beach Centre. However, only candidates selected for telephone interviews will be contacted.

REMUNERATION

The French work week is of 35 hours (on average) and employees are paid on a monthly basis. Juno Beach Centre guides receive a net monthly wage of: 1,407 Euros.

ACCOMODATION AND TRANSPORTATION

Hired candidates must assume the costs of all expenses while in France. However, the Centre provides housing (all utilities included except for internet fees) for each guide team in Courseulles-sur-Mer. The rent is estimated at 260 Euros per person per month. This amount is deducted from the gross wage and does not change the above mentioned net wage. More details about the housing arrangement are provided to candidates once hired.

Hired candidates must assume the initial cost of transportation to France. However, at the end of the work term, guides can be eligible for a partial reimbursement of their travel costs of up to CDN \$600. More details on this partial reimbursement are provided to candidates once hired.

TRAINING

Once hired, all candidates will receive documents about the Juno Beach Centre and Canada's participation in the Second World War. Upon arrival in Courseulles-sur-Mer, guides will receive an extensive and mandatory 5-day training at the Centre and at some sites of the D-Day Landings and the Battle of Normandy.

APPLICATION DEADLINES

Applications for **Period 1** (January 27 - May 14), must be submitted by **October 2nd, 2011**.

Applications for **Period 2** (May 10 - August 31), must be submitted by **November 13th, 2011**.

Applications for **Period 3** (August 27 - December 31), must be submitted by **February 19th, 2012**.

Candidates must be available for full-time employment for the entire period they are hired for.

PASSPORT AND VISA

All candidates must have a valid Canadian or European Union passport.

Candidates with a Canadian passport are required to obtain a French work visa (*including going to a French consulate in Vancouver, Toronto or Montréal in person if necessary*), purchase a plane ticket, and have international health insurance. More information about the documents required to work in France will be provided to hired candidates. Once hired, candidates have 2 months to obtain their visa. After this delay, the Centre reserves the right to withdraw its job offer.

Candidates with a European Union passport are required to provide proof of Canadian citizenship, purchase a plane ticket, and have international health insurance. More information will be provided to hired candidates. Once hired, candidates have 2 months to purchase their plane ticket and international health insurance. After this delay, the Centre reserves the right to withdraw its job offer.

APPLICATION PROCEDURE - DOCUMENTS TO BE SENT

Please ensure that all documents are included and in order before sending your application. This includes:

- A cover letter (1-2 pages) explaining why you are applying (motivations and experience). At the beginning of this letter, clearly indicate the period(s) for which you are applying. Also indicate if you are interested or not in the returning guide position at Period 2 and/or Period 3;
- Your résumé / curriculum vitae;
- Your official university transcript (*please scan your official transcript for the electronic version of you application and then send the original by mail with you paper application. No photocopy or internet printout for the paper version*);
- Two reference letters from people who are not related to you. The first should be from a current or recent a current or recent professor and the second from a current or recent employer (*If a referee wishes to send his letter directly to the Program, please mention it when sending your electronic application and ensure that both the electronic and paper versions arrive in time*);
- A photocopy of your valid passport (*for a duration of one year after the end of your contract*);
- A photocopied proof of Canadian citizenship (*birth certificate or citizenship card*).

To apply, please send us two copies of your application; 1 electronic version and 1 paper version.

The paper version should include all documents and be sent by mail (regular or priority) to the following address:

JUNO BEACH CENTRE
c/o: Guide Program 2012
Voie des Français Libres, B.P. 104
14470 Courseulles-sur-Mer
FRANCE

The electronic version should include all documents and be sent by e-mail to Marie-Josée Lafond at:

[**mjlafond@junobeach.org**](mailto:mjlafond@junobeach.org)

*Please scan all documents, regroup them in the order indicated above, and send them **ONLY** in PDF format. Do not forget to reduce the size of the PDF to 5MB or less.*

Please note that for your application to be considered, at least one of the two applications, preferably the electronic version, must be received before the deadline mentioned on the previous page.



Late applications will only be considered if hiring has not been completed.

