



# STUDENT GUIDE PROGRAM 2020



## Become a guide at the Juno Beach Centre

The Juno Beach Centre is the only Canadian Second World War museum in France. It is a place of commemoration and discovery dedicated to the Canadians who fought in the Second World War. It also presents the diversity of contemporary Canada. Visitors to the Centre gain a better understanding of Canada's contribution to the Second World War thanks in part to the energetic and dedicated student guides who work here throughout the year.

## Job Description

Working in both English and French, guides:

- Give guided tours of Juno Beach and two German defensive fortifications (an observation post and a command bunker);
- Impart on visitors the Centre's identity and mandate;
- Deliver presentations about the permanent and temporary exhibits to groups and individuals;
- Welcome visitors in the hall of the Centre and at the Boutique, including admission tickets and products / souvenirs sales;
- Lead educational workshops to school groups, both primary and secondary;
- Adapt tours and presentations to suit the needs of various age groups and/or nationalities (including school groups, veterans, 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 for ceremonies and special projects.

## Work Term

Guides are hired for one of the following periods:

PERIOD	NUMBER OF GUIDE POSITIONS	APPLICATION DEADLINE
<b>Period 1:</b> January 27 – August 31, 2020	3	October 13, 2019
<b>Period 2:</b> March 27 – October 31, 2020	2	October 13, 2019
<b>Period 3:</b> May 19 – December 31, 2020	2	November 24, 2019

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

*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:

- Bilingual: ability to communicate FLUENTLY in English AND French;
- Experience working with the public, school groups (children and teens) in a cultural or historical setting, as well as customer service experience;
- Understanding of Canada's contribution to the Second World War;
- Professionalism, personal maturity and ability to work in a team;
- Currently a student in a postsecondary institution or having graduated within the last 3 years.

## Accommodation 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 & security deposits) for each guide team in Courseulles-sur-Mer. The rent is 260 Euros per person per month. The equivalent is deducted as benefits in kind 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.

## 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.

## Salary

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.

## Training

Once hired, 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 - August 31, 2020) must be submitted by **October 13<sup>th</sup>, 2019**.

Applications for **Period 2** (March 27 - October 31, 2020) must be submitted by **October 13<sup>th</sup>, 2019**.

Applications for **Period 3** (May 19 - December 31, 2020) must be submitted by **November 24<sup>th</sup>, 2019**.

## 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 in ELECTRONICALLY in PDF Format ONLY.**

**Your application must contain:**

- A cover letter (1 page maximum). At the beginning of this letter, clearly indicate the period(s) for which you are applying, and how you heard about the guide program.
- Your résumé / curriculum vitae.
- A proof of university enrolment or recent graduation: It can be your most recent online university transcript or a proof of enrolment. If you have recently graduated, a copy of your diploma will suffice.
- A scan of your valid passport.
- A scanned proof of Canadian citizenship (birth certificate or citizenship card).
- Two reference letters: one from a current or recent employer, and the other from a current or recent professor.

**WARNING:** We examine the quality of reference letters carefully. Generic reference letters are not accepted.

**YOU MUST ARRANGE FOR YOUR REFEREES TO SEND THEIR LETTER DIRECTLY TO THE GUIDE PROGRAM.** If your referees are unable to send their letter by e-mail, they can fax it before the deadline. Referees should address themselves to **Louis Lebel**  
**Visitor Services Manager**  
at [guideprogram@junobeach.org](mailto:guideprogram@junobeach.org)  
or by fax at 011 33 2 31 37 83 69.

Inform your referees that their letter must arrive by e-mail or fax **before the deadline or your application will be rejected.**

Please inform us of your referees' chosen method (e-mail or fax) in your cover letter.

- Once your application is ready, merge all documents listed above (except reference letters) into **one single PDF file**. **Your application will be considered ONLY if it is in PDF format and reduced in size (5MB or less)**. Save the PDF under your name. Write your name and the period(s) you are applying for in the subject line of your application e-mail.

**How to submit your electronic application ...**

Send your application in PDF format at: [guideprogram@junobeach.org](mailto:guideprogram@junobeach.org) by the midnight the day of the deadline.

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

For more information about the Juno Beach Centre,  
visit [junobeach.org](http://junobeach.org)