

# Professions Related to Tourism

Tourism-related businesses  
85411



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The use of the masculine gender  
is intended to simplify the text  
and make it easier to read.

## Art Director

### Responsibilities

- Plans, organizes and directs the visual and artistic aspects of a production;
- Coordinate the design of the set (i.e.: costumes, furniture and props);
- Thinking of ways to present a product, service or artistic production;
- Determine modes of communication;
- Propose different concepts and coordinate the production;
- Create ambiances or desired atmospheres.

### Required skills

- College or university studies in theatre production, performing arts or a related field;
- Creativity and sense of aesthetics;
- Excellent general knowledge;
- Team management;
- Sense of organization and planning.



## Producer

### Responsibilities

- Plan, organize and coordinate production schedules;
- Hire directors and other production staff;
- Supervising all technical personnel;
- Reviewing scripts proposed by the Director;
- Conducting market research;
- Research funding options with institutions and organizations;
- Establish a budget forecast during the shooting;
- Selecting actors and presenters.

### Required skills

- College or university education in theatre production, business administration, film production or a related field;
- Artistic sense and open-mindedness;
- Excellent general knowledge;
- Legal and financial knowledge;
- Diligence, patience and determination.



## Director

### Responsibilities

- Produce films, short or feature films, documentaries, broadcasts, commercials, video clips, etc.;
- Interpret scripts and direct the production;
- Prepare scenes to be shot;
- Select and direct actors and extras, as well as the technical crew;
- Explain the interpretation of the script and the execution to the crew;
- Directing rehearsals, shoots, recordings and performances.

### Required skills

- College or university studies in performing arts, theatre production, film or a related field;
- Motivation and tenacity;
- Creative and inventive person;
- Organizational skills;
- Management of stress and financial



## Director of Photography

### Responsibilities

- Be involved in all stages of audiovisual creation (i.e.: pre-production, shooting and post-production);
- Develop an aesthetic and artistic style for the image of a film;
- Establish a shooting and cutting plan for a film;
- Coordinate and direct photography for productions;
- Supervise camera operators and other crew members;
- Selects lighting, lenses, angles, backdrops and other elements to achieve the desired visual effect.

### Required skills

- College or university education in audio-visual, photography or related field;
- Sense of observation;
- Mastery of camera and image techniques;
- Be an organized and imaginative person;
- Creativity and artistic spirit;
- Sense of observation and aesthetics;
- Teamwork and initiative.



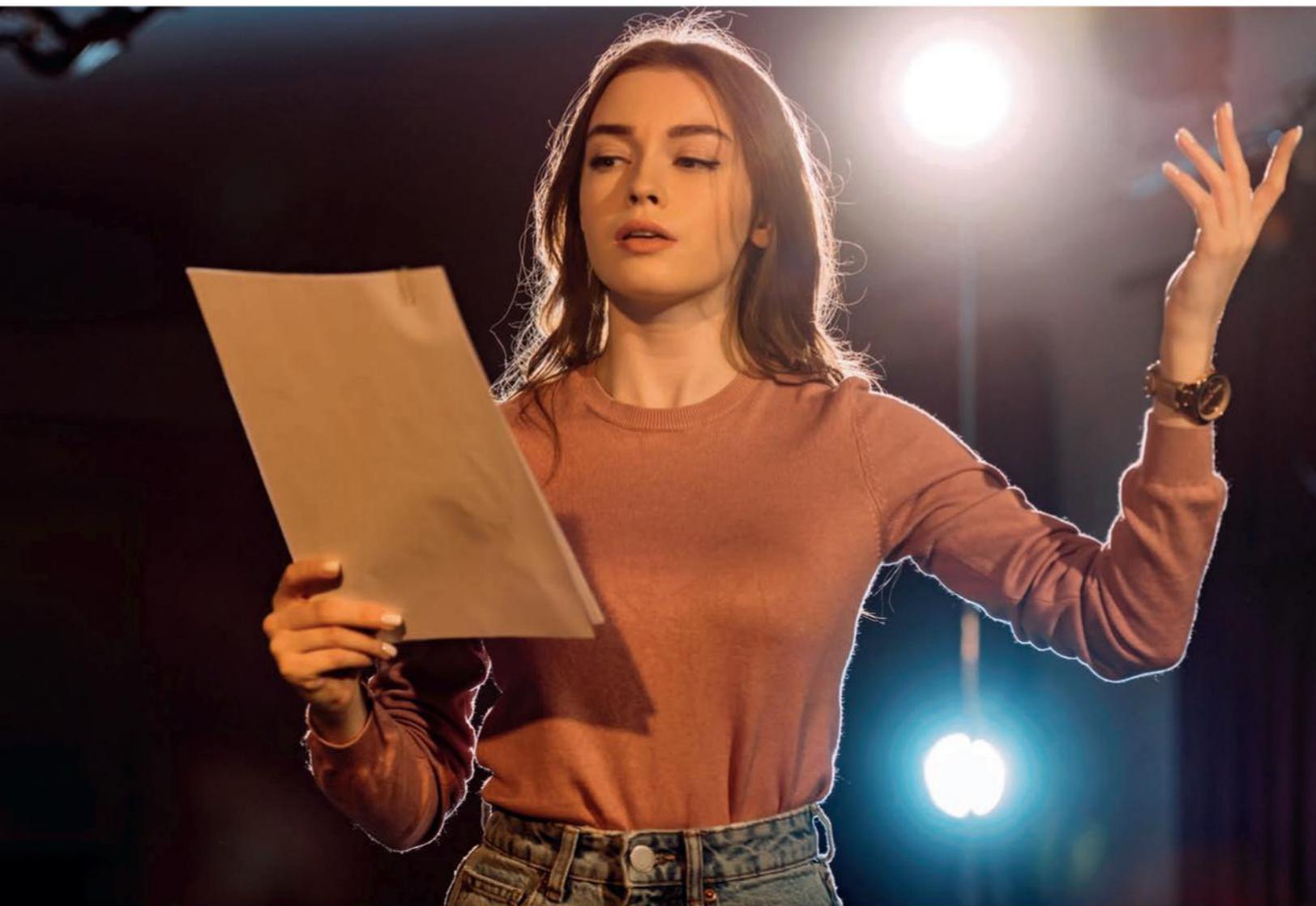
## Actor and Comedian

### Responsibilities

- Learn and rehearse lines, gestures, and expressions to perform a role;
- Research or take specific steps (i.e., meet with a celebrity to be portrayed) to improve performance;
- Performing roles in front of an audience or camera according to directions
- Sing or dance while performing certain roles;
- Improvise a role;
- Promote the work produced.

### Required skills

- College or university studies in dramatic arts or a diploma from a private school;
- Talent and a strong personality;
- Gestural and vocal techniques;
- Memory and ability to learn;
- Versatility, innovation and creativity;
- Ability to improvise;
- Motor coordination and physical stamina;
- Flexibility and adaptability.



## Film Editor

### Responsibilities

- Edit the filmstrip of film productions;
- Organize the elements of a film into sequences;
- Collaborate with directors;
- Gather recorded material;
- Transfer material to digital format;
- Remove parts of scenes and restructure them;
- Linking images and sounds in a harmonious and artistic way.

### Required skills

- College or university education in audio-visual, film production, broadcasting or a related field;
- Sense of observation and analysis;
- Attention to detail;
- Resistance to stress;
- Excellent time management skills;
- Knowledge of video editing software.



## Arranger

### Responsibilities

- Read and write music;
- Adapt and modify musical works;
- Determine the type of instruments required and select singers for the performance;
- Adding new instruments;
- Enrich and improve an existing melody;
- Create accompaniments from a melody or chord grid.

### Required skills

- College or university studies in music or a specialized school;
- Experience as a musician;
- Musical talent and creative skills;
- Precision and pedagogical skill;
- Organizational and planning skills;
- A good ear for music.



## Conductor

### Responsibilities

- Study the work to be performed;
- Select and interpret musical works;
- Assign the place of the musicians in the orchestra;
- Organize the rehearsals of the orchestra;
- Conducting concerts of a band, orchestra or choir.

### Required skills

- University studies in music or music studies in a conservatory;
- Good knowledge of musical instruments;
- Energy and stamina;
- Musical and artistic qualities;
- Organizational skills;
- Teamwork and collaboration.



## Musician

### Responsibilities

- Read sheet music;
- Play one or more musical instruments;
- Mastering all solfège techniques;
- Be part of a musical ensemble or be a soloist;
- Play in front of an audience;
- Recording or broadcasting one's work.

### Required skills

- College or university studies in music or through private instruction;
- Musical talent;
- Mastery of one or more musical instruments;
- Be a studious and conscientious person;
- Creativity and musical sensitivity;
- Perseverance and endurance.



## Singer

### Responsibilities

- Master the many techniques of singing;
- Know different songs and melodies  
• as well as various instruments;
- Train your vocal cords and breathing;
- Practice diction and interpretation.

### Required skills

- College or university training in music  
or through private instruction;
- Excellent musical skills;
- Passion and professional discipline;
- Charisma and self-confidence;
- Creativity and innovation;
- Interpersonal skills;
- Teamwork and collaboration.



## Choreographer

### Responsibilities

- Design and develop choreography;
- Research to innovate new movements;
- Create dances and lead dancers' rehearsals;
- Recruiting dancers through auditions;
- Searching for producers and rehearsal or performance spaces;
- Evaluate financial costs;
- Suggesting music choices.

### Required skills

- College or university studies in dance, performing arts or a related field;
- Artistic ability and a curiosity for the arts;
- Good choreographic knowledge;
- Creativity;
- Be a good dancer to show the body language of the movements;
- Sense of observation and work discipline.



## Dancer

### Responsibilities

- Master different dance techniques;
- Memorize and execute the choreographer's dance steps;
- Train to maintain a good physical condition;
- Composing, as needed, different dances;
- Teach dance and interpretation techniques;
- Prepare for auditions and performances.

### Required skills

- College or university studies in dance or a degree from a dance academy or school;
- Passion for dance and body movement;
- Teamwork and collaboration;
- Creativity, discipline and perseverance;
- Excellent physical condition;
- Resistance to stress;
- Exuberance and energy.



## Curator

### Responsibilities

- Acquire paintings, photographs, sculptures, documents and other objects from museums and art galleries;
- Research the origin and artistic history of selected objects;
- Create and plan displays and exhibits;
- Organize storage of collections and mounting of exhibitions;
- Maintain the conservation, presentation and exhibition of collections;
- Supervise museum staff.

### Required skills

- University education in conservation, art conservation, museology, art history or related field;
- Several years of experience in conservation;
- Proficiency in conservation techniques;
- Management and administrative skills;
- Proficiency in foreign languages.



## Museum and Art Gallery Technician

### Responsibilities

- Assist the conservator in the conservation of art objects;
- Conducting specific research related to the handling and storage of art objects;
- Arranging visits to historic sites, museums, art galleries and heritage sites;
- Educate clients and answer their questions;
- Protect cultural property and collections on display and in storage;
- Make custom frames for paintings, photographs and other art objects;
- Prepare and stuff animals for conservation, display or scientific use.

### Required skills

- College or university studies in museology, conservation or a related field;
- High attention to detail;
- Management, planning and organizational skills;
- Enjoys continuing to update professional knowledge;
- Patience and passion for works of art.



## Artisan

### Responsibilities

- Use tools and machines to make art;
- Design and make objects of art;
- Create jewelry, utensils, tools, wall pieces, and other metalwork;
- Make functional and ornamental pieces in clay;
- Design stained glass windows, lampshades and other colored glass objects;
- Make musical instruments;
- Make baskets, garlands, clothing, rugs, blankets with wool, cotton, silk and leather;
- Design bouquets, corsages, wreaths and other flower arrangements.

### Required skills

- Training program in a craft association, college or private studio;
- College diploma in craft techniques;
- Creativity, motivation and patience;
- Enjoy taking risks;
- Effective management of time and financial resources;
- Ability to build relationships and networks.



## Event Planner

### Responsibilities

- Collaborate with trade and professional association representatives;
- Meet with sponsors and the organizing committee to plan the scope of the event;
- Establish a budget and review administrative procedures;
- Coordinate services for the event (i.e. accommodation, transportation and equipment);
- Registering participants, preparing programming and advertising the event;
- Hiring, training and supervising support staff;
- Approve vendor invoices, maintain financial records, verify final invoices to clients and prepare reports.

### Required skills

- College or university education in business management, tourism, hotel management or a related field;
- Several years of experience in hotel management, tourism or public relations;
- Organizational skills and attention to detail;
- Enjoys planning and problem solving;
- Excellent oral communication skills.



## Tourist Guide

### Responsibilities

- Organize guided tours;
- Inspect equipment and accessories required for the selected activity;
- Advise on safety measures, emergency procedures and use of equipment;
- Informs clients of regulations, environmental guidelines and warns them of violations;
- Answer clients' questions;
- Provide first aid in case of emergency;
- Provide meals and accommodations as required.

### Required skills

- College or university studies in tourism, recreation or a related field;
- Knowledge of the history, location and traditions of the facility;
- Ability to connect with the public;
- Excellent verbal communication skills;
- Ability to manage and lead a group.



# Travel Agent

## Responsibilities

- Informs clients about destinations, transportation, accommodations and costs associated with the trip;
- Plan and organize itineraries for individuals and groups;
- Book accommodation and transportation for clients using a computerized reservation and ticketing system;
- Sell tickets and tour packages to clients;
- Promote tour packages and other services offered by the agency;
- Advise on tourist attractions, foreign currencies, customs, languages and security measures.

## Required skills

- College education or specialized training in tourism or travel;
- Knowledge of new developments, including destinations, hotels and other facilities and points of interest;
- Enjoys sales and promotion;
- Knowledge of national and international travel standards;
- Organizational and management skills;
- Patience and courtesy.



## Flight Attendant

### Responsibilities

- Greet passengers on board the aircraft;
- Verify the boarding pass and indicate the seat to the customers;
- Enforce, explain and demonstrate safety procedures;
- Check the general condition of the aircraft cabin and ensure that the necessary supplies are on board;
- Ensures the safety of passengers during take-off, landing and in case of emergency;
- Serve meals and beverages to passengers and broadcast in-flight messages;
- Intervene in emergency situations.

### Required skills

- Transport Canada approved training program;
- Enjoy working with the public and good communication skills;
- Sense of responsibility and self-reliance;
- A sociable, courteous and welcoming person;
- Sense of initiative and resourcefulness;
- Resistance to stress and calm attitude in emergency situations;
- Teamwork and collaboration.



## Director of Accommodation Services

### Responsibilities

- Develops and reviews policies and procedures related to the operation of the services provided;
- Prepares facility budgets;
- Analyze revenues and expenses;
- Explore pricing and promotional strategies;
- Negotiate merchandise and supply purchases;
- Inform clients on the use of the facilities;
- Hire, supervise, train and schedule staff;
- Resolve client complaints.

### Required skills

- College or university degree in hotel management or related field;
- Several years of experience in the hospitality industry;
- Effective communication and interpersonal skills;
- Teamwork and collaboration;
- Ability to build strong relationships with agencies and networks.



# Supervisor of Accommodation, Travel, Tourism and Related Services

### Responsibilities

- Supervise hotel receptionists, casino workers, reservation clerks, and travel and tourism accommodation service workers;
- Ensure all company and collective bargaining agreement standards and policies are met;
- Work with the Director of Accommodation Services to achieve maximum occupancy and average daily rate at all times;
- Performs monthly inventories and orders office supplies;
- Maintains and repairs computers, equipment and machinery.

### Required skills

- College education in hospitality services, food service, supervision or related field;
- Must be available evenings and weekends;
- Management experience;
- Supervision and team building;
- Excellent command of spoken and written English and spoken French;
- Problem solving and effective time management.



## Spa Manager

### Responsibilities

- Manage the spa;
- Follow up on the spa's attendance and statistics;
- Coordinate the monitoring of the spa's cash register and finances;
- Ensure that the quality of care provided to customers is up to standard;
- Take charge of the management of the team;
- Collaborate with outside professional partners.

### Required skills

- College studies in hospitality, esthetics, management and business techniques or a related field;
- Knowledge of aesthetics and the wellness field;
- Knowledge of sales and marketing techniques;
- Be a competent executive and manager;
- Diligence, human relations, availability and willingness to listen.



## Business Coordinator of a Hotel

### Responsibilities

- Coordinate all events held at the facility;
- Manage telephone calls and billing for reserved rooms;
- Manage and prepare meetings and press conferences held at the hotel;
- Provide quality personalized service;
- Assist with various sales and marketing related tasks;
- Collaborate with other hotel employees.

### Required skills

- College studies in hotel management or a related field;
- Bilingual;
- Good organizational and planning skills;
- Experience in event management;
- Experience in the hotel industry;
- Enjoy customer service.



## Hotel Night Auditor

### Responsibilities

- Review the day-to-day accounting and bookkeeping activities of hotel establishments;
- Act as receptionist during the night shift;
- Review daytime transactions;
- Balance budget entries and records;
- Process guest payments;
- Post daily room rates and tax amounts;
- Balancing the daily transactions of the gift shop, bar and restaurant of the hotel.

### Required skills

- High school or college education related to finance;
- Professional experience in the field of accounting;
- Good knowledge of computerized systems;
- Organizational skills;
- Attention to detail;
- Enjoy working with numbers and performing a variety of tasks.



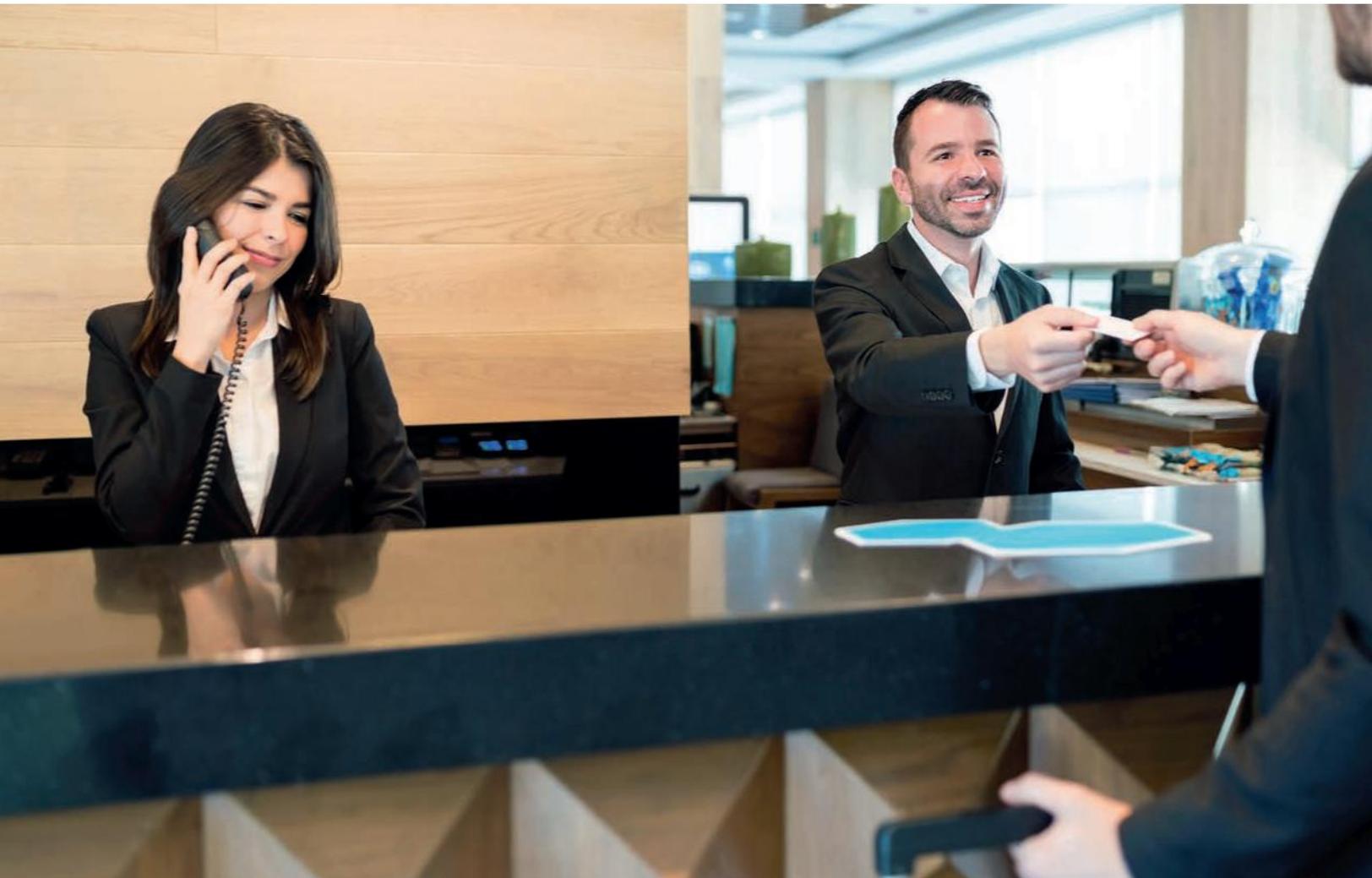
## Hotel Receptionist

### Responsibilities

- Record room registrations and reservations;
- Greet and register guests in the arrival log;
- Provide information to guests on services offered by the hotel and the community;
- Provide high quality service to guests by exceeding expectations and meeting established standards;
- Answer all telephone calls;
- Communicates regularly with housekeeping staff to properly respond to guest requests;
- Prepare invoices for departing guests and receive payments.

### Required skills

- High school diploma or college studies in hotel management or in the field of reception services;
- Enjoy customer service;
- Effective and interactive communication;
- Mastery of computer tools;
- Self-reliance and decision making;
- Teamwork and collaboration.



## Executive Housekeeper

### Responsibilities

- Directs the operations of the housekeeping departments;
- Recruit, train and supervise housekeepers;
- Schedules and coordinates the duties of housekeepers;
- Conduct inspections to meet facility standards and health and safety regulations;
- Take inventories and make orders of equipment and supplies;
- Maintain equipment and machinery;
- Schedule housekeepers.

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### Required skills

- High school diploma or college degree in hotel management;
- Experience in supervising cleaning operations;
- Enjoy customer service;
- Be a neat person;
- Organizational skills and planning ability;
- Effective and interactive communication;
- Teamwork and collaboration.



# Concierge

### Responsibilities

- Provide information, advice and personalized services to customers;
- Answer questions about the establishment's services, tourist attractions and the various activities in the region;
- Make reservations (i.e.: tickets for shows, restaurant tables and tourist attractions);
- Organize and manage corporate and private events and entertainment activities;
- Supervise the lobby staff of the establishment.

### Required skills

- High school diploma or college studies in hotel management;
- Able to listen to and serve the customer;
- Mastery of one or more foreign languages;
- Knowledge of the services and products of the workplace;
- Teamwork and collaboration;
- Interpersonal skills, tact, diplomacy and politeness;
- Ability to relate to others, sociable.



## Housekeeper

### Responsibilities

- Sweeps, mops, scrubs, waxes and vacuums floors;
- Washing windows, walls and ceilings;
- Dust furniture and vacuum carpets, drapes and upholstery;
- Makes beds, changes linens and distributes towels and personal toiletries;
- Distributes additional supplies to clients;
- Stocks linen closet and supply closet;
- Collects and empties garbage;
- Report and store lost items.

### Required skills

- No education required;
- Enjoy customer service;
- Self-reliance and effective time management.
- Effective and interactive communication;
- Professional attitudes and behaviors;
- Good physical condition.



## Room Valet

### Responsibilities

- Clean floors, walls, windows, carpets, and furniture;
- Clean guest rooms and bathrooms;
- Replaces personal linens and towels and replenishes guest room closets;
- Clean common areas of the hotel (i.e. locker rooms, hallways and elevators);
- Assist with laundry service;
- Return master key to supervisor upon completion of shift.

### Required skills

- A few years of high school;
- Calm, positive and respectful attitude;
- Feel that customer satisfaction is important;
- Organizational skills and effective time management;
- Versatile and able to work under pressure;
- Attention to detail and meticulousness.



## Accommodation Services Support Staff

### Responsibilities

- Escort guests to their rooms and carry their luggage;
- Inspect rooms to ensure they meet established standards;
- Informing the client about the amenities of the premises, the services offered, as well as the tourist interests;
- Assist in setting up furniture and audio-visual equipment in rooms;
- Make minor repairs to the facility and maintain audio-visual equipment;
- Handle group arrivals and departures;
- Receive and dispatch packages and messages for guests.

### Required skills

- Some high school education;
- Enjoy customer service;
- Resourcefulness and self-reliance;
- Results-oriented approach;
- Creative problem solving;
- Teamwork and collaboration.



## Manager of Food Services and Catering

### Responsibilities

- Hire and train staff members;
- Scheduling and monitoring employee performance
- Plan, organize, direct, control and evaluate restaurant operations
- Verify orders and recipes to optimize procedures and prices;
- Negotiate the quality of food products with suppliers;
- Ensure that health and safety regulations are respected;
- Respond to customer complaints;
- Negotiate with clients to reserve the banquet or reception room.

### Required skills

- College education in food service management or hospitality;
- Several years of experience in the food service industry;
- Solid experience in management, supervision and team building;
- Effective and interactive communication;
- Strategic thinking and focus on achieving desired results;
- Analytical reasoning and judgment.



## Food Services Supervisor

### Responsibilities

- Hires food service staff;
- Collaborate on policies, procedures and budgets with the Manager;
- Supervises, coordinates and schedules kitchen staff;
- Ensures food quality and service;
- Ensures that staff adhere to standards and regulations related to their duties, hygiene and safety;
- Plan menus and calculate food and labour costs;
- Orders ingredients and foodstuffs for meal preparation;
- Record data on supplies, repairs, sales and losses.

### Required skills

- College diploma in food service management, hotel management, restaurant management or related field;
- Experience in the food service industry;
- Management, supervision and team building;
- Effective and interactive communication;
- Teamwork and collaboration.



## Head Chef

### Responsibilities

- Recruit, hire and supervise specialized chefs and sous-chefs;
- Manage equipment, financial and human resources in the kitchen;
- Develops menus and ensures that food quality meets standards;
- Plan, organize and direct food preparation and cooking activities;
- Evaluate the cost and purchase of food;
- Maintain kitchen equipment;
- Consult with clients regarding weddings, banquets and receptions.

### Required skills

- College studies in hotel, restaurant, tourism or related field;
- Certification in food safety;
- Experience in the kitchen in a commercial environment;
- Enjoy fine cuisine and food preparation;
- Creative, meticulous, precise and methodical;
- Teamwork and collaboration;
- Self-reliance and effective time management.



## Specialty Chef

### Responsibilities

- Supervise cooks and other kitchen staff;
- Instruct cooks in food preparation, cooking, decoration and presentation;
- Create menus and recipes;
- Prepare and cook meals or specialty foods;
- Create decorative pieces for special events;
- Order food and kitchen supplies.

### Required skills

- College education in hotel, restaurant, tourism or related field;
- Leadership and teamwork;
- Attention to detail and presentation;
- Creativity and innovation;
- Tolerance to stress.



## Sous-chef

### Responsibilities

- Supervise the work of cooks and chefs specializing in the preparation and serving of meals;
- Teach new culinary techniques and the use of new equipment to kitchen staff;
- Create menus and place orders for food and kitchen supplies;
- Supervise and execute the preparation, delivery and presentation of all food items for restaurant events, conference center or banquet hall;
- Control the size, quality and quantity of food prepared;
- Clean kitchen and maintain equipment used to meet standards established by the Health Department.

### Required skills

- College education in hotel, restaurant, tourism or related field;
- Teamwork and collaboration;
- Effective time and human resources management;
- Creativity and innovation;
- Leadership and decision-making skills;
- Ability to work under pressure.



## Cook

### Responsibilities

- Hire and train kitchen helpers;
- Supervise and schedule kitchen helpers;
- Prepares and cooks dishes or complete meals;
- Directs kitchen operations;
- Take inventory of food, supplies and equipment;
- Evaluates food needs (i.e. cost and portion size of food);
- Participates in the organization and supervision of buffets;
- Clean kitchen and work areas.

### Required skills

- College education in cooking, food safety or related field;
- Creativity, innovation and curiosity;
- Teamwork and collaboration;
- Organized person;
- Mastery of various cooking techniques;
- Tolerance to stress.



## Kitchen Helper

### Responsibilities

- Washes, peels and cuts fruits and vegetables;
- Clean worktables, cabinets and appliances;
- Clean kitchen garbage cans and take garbage bags outside;
- Storing food from order in refrigerators and storage cabinets;
- Sweeping and mopping floors;
- Collaborate on tasks with the cook and kitchen staff.

### Required skills

- Some high school education;
- Knowledge of food cutting and cooking techniques;
- Ability to operate various electrical appliances;
- Knowledge of hygiene and sanitation standards;
- Ability to manage different tasks at the same time;
- Teamwork and collaboration.



## Counter Server or Food Preparer

### Responsibilities

- Wash, peel, and cut food;
- Operate a variety of appliances to prepare a variety of quick meals (i.e. deep fryer, oven and grill);
- Use equipment to prepare specialized hot beverages (i.e., coffee);
- Divide food into portions and assemble plates;
- Greet customers and take their orders;
- Serves customers' food at counter, table and buffet;
- Filling refrigerators and salad bars, recording the amount of food consumed.

### Required skills

- Some high school education;
- Enjoy customer service;
- Friendly and courteous attitude towards customers;
- Visual and auditory memory;
- Teamwork and collaboration;
- Effective time management.



## Food Service Assistant

### Responsibilities

- Remove cutlery before and after services;
- Clears and cleans tables and trays in dining areas;
- Carries clean dishes and utensils to serving areas and sets tables;
- Refill condiment containers on tables and in serving areas;
- Performs other duties (i.e. stacking plates, taking towels to laundry, running errands).

### Required skills

- Some high school education;
- Self-reliance and resourcefulness;
- Teamwork and collaboration;
- Enjoy repetitive tasks;
- Concern for tidiness and cleanliness.



## Dishwasher

### Responsibilities

- Wash and rinse dishes, glasses, utensils, pots and pans by hand or using the dishwasher;
- Fill the dishwasher and empty it when the wash cycle is complete;
- Store dishes in appropriate storage areas;
- Scrub pots and pans;
- Clean and polish silverware;
- Assist the Sous Chef in putting away food items during deliveries from vendors.

### Required skills

- A few years of high school;
- Physical stamina;
- Accuracy and speed of execution;
- Organizational skills and professionalism;
- Teamwork and collaboration;
- Flexibility and availability to work shifts.



## Sommelier

### Responsibilities

- Prepare the restaurant's wine list;
- Select and purchase wines;
- Store and preserve wine bottles in a cellar;
- Perform technical tastings for customers;
- Recommend wines to customers according to the type of dishes ordered;
- Maintain the wine cellar daily and ensure its cleanliness and inventory.

### Required skills

- College studies in food service, sommelier, hospitality or related field;
- Strong interest in wines, spirits and the winemaking industry;
- Good visual and auditory memory;
- Efficiency and ability to work under pressure;
- Enjoy working with the public;
- Effective and interactive communication.



## Head Bartender

### Responsibilities

- Hire, train and supervise other bartenders and bar staff;
- Comply with provincial and territorial liquor laws and regulations;
- Take customer or server's order;
- Mixes alcoholic products with other ingredients to prepare cocktails and other drinks;
- Prepare orders for wine, beer on tap, bottled beer and soft drinks for servers;
- Collect payments for beverages sold and record sales;
- Take inventory of supplies and order alcoholic beverages and supplies;
- Clean counters and wash glasses.

### Required skills

- High school diploma;
- College education or training in bar service or beverage preparation;
- Must be 19 years of age or older to serve alcohol;
- Ability to handle and count money;
- Attention to detail and organizational skills;
- Enjoy customer service;
- Teamwork and cooperation.



## Barista

### Responsibilities

- Prepare, create and offer exceptional beverages to coffee lovers;
- To know the origin of the bean and its roasting;
- Master extraction techniques based on the coffee in order to capture its aromas;
- Adjust the selected equipment, such as grinders, coffee machines and juice extractors.

### Required skills

- High school diploma or training in beverage preparation;
- Dynamic;
- Effective and interactive communication;
- Active listening skills;
- Enjoy customer service.



## Food and Beverage Server

### Responsibilities

- Greet customers, present the menu, make suggestions and answer questions;
- Recommend wines to match the food ordered;
- Take orders and pass them on to kitchen staff and bartender;
- Serves food and beverages ordered;
- Hand out bills to customers and receive payment;
- Take inventory of wine bottles and glasses and order as needed;
- Perform sensory evaluation of wines.

### Required skills

- High school diploma;
- Enjoy customer service;
- Visual and auditory memory;
- Effective time management;
- Teamwork and collaboration;
- Effective and interactive communication.



## Park Warden

### Responsibilities

- Implement and monitor resources, forest and fire management programs;
- Ensuring the enforcement of the National Parks Act;
- Investigate complaints of violations of human resource laws;
- Inform and educate the public regarding campfires;
- Reviewing and preparing documents related to the Canadian Environmental Assessment Act.

### Required skills

- College education in natural resource management, ecosystem management or related field;
- Enjoy working in the outdoors;
- Interest in the environment;
- Effective and interactive communication;
- Calm, positive and respectful attitude.



## Wildlife Conservation Officer

### Responsibilities

- Enforce and respect laws and regulations pertaining to wildlife and wildlife habitat;
- Investigate violations of the Wildlife Protection Act;
- Assist various wildlife management specialists;
- Inventory the animal species of the territory;
- Observe the behavior of animals;
- Accompany and guide certain groups of tourists on excursions in the forest.

### Required skills

- College education related to wildlife protection;
- Skills in biological and natural sciences;
- Interest in animals and the environment;
- Enjoy working in the outdoors;
- Good physical condition and stamina;
- Effective and interactive communication.



## Information Officer

### Responsibilities

- Greet customers upon arrival;
- Enforce the pricing of access to the site;
- Inform clients about the services offered;
- Answer all telephone calls;
- Communicate regularly with the maintenance workers to respond to client requests.

### Required skills

- College diploma;
- Bilingual;
- Enjoy customer service;
- Teamwork and collaboration;
- Mastery of computer software.



## Maintenance Worker

### Responsibilities

- Directing traffic on the site and in the parking areas;
- Greeting and informing customers of activities offered;
- Make minor repairs to ensure that the facilities comply with laws and regulations;
- Carry out various maintenance work on buildings and equipment;
- Maintain roads, trails, site, grounds, beach and landscaping;
- Maintain supplies.

### Required skills

- High school diploma;
- Teamwork and collaboration;
- Enjoy customer service;
- Self-starter and effective time management;
- Professional attitudes and behaviors;
- Good physical condition.



## Trainer

### Responsibilities

- Observe and evaluate the skills and performance of athletes or teams;
- Plan, develop and execute training and exercise sessions;
- Stimulate and develop the potential skills and abilities of athletes;
- Develop, plan and coordinate competition schedules and programs;
- Motivate and prepare athletes or teams for competitions or games;
- Develop strategies for competitions, develop plans for games and direct athletes and players during games or events;
- Analyze or evaluate athlete or team performance and modify the training program as required.

### Required skills

- University education in physical education or national coaching certification at Level 3 for provincial coaches and Level 4 for national coaches;
- Ability to lead, motivate, recruit, evaluate and supervise;
- Analysis of information and planning;
- Effective and interactive communication;
- Relationship building and networking skills.



## National Lifeguard

### Responsibilities

- To ensure the safety of bathers;
- Ensure that beach rules are followed;
- Provide first aid, if required;
- Demonstrate good customer service and public relations;
- Participate in rescue training and simulations.

### Required skills

- Hold National Lifeguard certification;
- Hold a Safety and Rescue Instructor certification;
- Ability to work in a team;
- Self-reliance and sense of responsibility;
- Ability to manage conflict situations;
- Ability to deal with the public.



## Sports and Recreation Attendant (Sports, Recreation and Amusement Park)

### Responsibilities

- Collect tickets and admission fees;
- Rent or sell sports equipment;
- Scheduling the use of recreational facilities (i.e. golf courses, tennis courts and bowling alleys);
- Operate recreational equipment (i.e. ski lifts, ice resurfacers and snow guns);
- Clean and maintain recreational equipment and facilities.

### Required skills

- High school diploma;
- Enjoy customer service;
- Effective and interactive communication;
- Sense of responsibility and self-reliance;
- Dynamic, diligent and punctual;
- Ability to work in a team.



## Communication and Marketing Consultant

### Responsibilities

- Develop content and communication tools (i.e. internal newsletters, news bulletins and surveys, etc.);
- Participate in the content and updates of the website;
- Develop promotional materials with external contractors;
- Participate in media relations activities;
- Plan, execute and manage signage on the site.

### Required skills

- University education in communications, public relations, journalism or related field;
- A few years of experience in a similar position;
- Excellent writing and speaking skills in both French and English;
- Knowledge of social media (i.e. Facebook, Instagram, TikTok and YouTube);
- Strong relationship building skills with agencies and networks.



## Zookeeper

### Responsibilities

- Monitor the health of the animals and control their living conditions (feeding and sleeping);
- Educate visitors about the animals in the zoo, including their preferred diet and natural habitat;
- Provide specialized care for various species (i.e. nail trimming, coat washing and teeth cleaning.);
- Monitor animal behavior to ensure timely and prompt care of health problems;
- Captures animals and transports them to various locations within the zoo;
- Maintain and clean animal enclosures and ensure a safe habitat.

### Required skills

- High school diploma;
- Experience in the specialized care of many animal species;
- Love animals and manual labor;
- Enjoy working in the outdoors;
- A positive and calm person.



## Operator

### Responsibilities

- Drive vehicles to move rides, games or equipment;
- Set up and organize various entertainment venues;
- Perform routine maintenance and safety inspections of amusement park equipment;
- Operate rides and other attractions;
- Supervise activities and ensure the safety of participants;
- May sell tickets.

### Required skills

- High School Diploma;
- Enjoy problem solving;
- Judgment and decision making;
- Service oriented;
- Mechanical knowledge;
- Enjoys routine work.







