



Student Position: Operations Assistant

Job Type: Seasonal, up to 40 hrs/wk

Location: Rosland, BC

Salary: \$15-16/hour

Start Date: Immediately

End Date: March 31st, 2020 (up to 600 hours)

Closing Date: Until Filled

This position subject to funding approval and candidates must meet [Young Canada Works eligibility requirements](#).

The Rosland Museum & Discovery Centre's mission is to preserve and dynamically present the heritage of Rosland and area. We do this with comprehensive indoor and outdoor displays on the industrial and social history of Rosland with a particular emphasis on the mining and skiing histories of the area. We are located directly on the "Mining in the Kootenays" historic site – on top of the historic Black Bear Mine. Additionally, we have an extensive community archives, a provincial visitor information centre, numerous educational programs in-house and through outreach activities, downtown heritage walking tours, and various special events throughout the summer.

Job Description:

The Operations Assistant works with all staff for the daily opening, operating, and closing procedures associated with Museum operations under the supervision of our Operations Manager. They will help with the operation of the gift shop, admissions, concession, and Destination BC Visitor Centre, including sales, inventory, restocking, statistics, etc. Planning and scheduling group visits, tours, and special events as well as routine maintenance, including painting, cleaning, and light grounds keeping, are also aspects of the position as time permits.

Key projects for this position include preparing an interpretive and landscaping plan for the property to integrate the outdoor buildings with green space and our historical property tours, and assist in the completion of necessary display updates and winter preparations in the upper level.

The following are **essential** qualifications to the job:

- Post-secondary education: History, Geology/Mining, Information Technology, Environmental Sciences, or related fields
- Must meet [Young Canada Works eligibility requirements](#)
- Excellent computer skills (incl. Microsoft Office/Google Docs, Squarespace, Dropbox)
- Excellent English verbal and written communication and interpersonal and public speaking skills
- Excellent organizational skills, planning experience, and a passion for education and history
- Customer service experience

The following are **desired** qualifications to the job:

- Creativity, enthusiasm, and a love of learning
- Minor labour and equipment maintenance experience
- Experience in or with the tourism and/or cultural sector
- Knowledge of Rosland or West Kootenay history
- Current First Aid certificate

Please submit your resume and cover letter clearly demonstrating how you meet the qualifications and quoting the position(s) you are applying for by email (preferred) to museumdirector@rosslandmuseum.ca or drop off at 1100 Hwy 3B (junction of Hwy 3B and Hwy 22). Please also attach references.

For more information about this position, please contact Joelle Hodgins, Museum Director, at museumdirector@rosslandmuseum.ca or call (250) 362-7722.