



## **BC Sports Hall of Fame and Museum**

<b>Position Title:</b>	Program Assistant
<b>Position Type:</b>	Canada Summer Job Position
<b>Posting Deadline:</b>	May 13, 2014
<b>Position Type:</b>	14 weeks, full-time
<b>Start Date:</b>	May 25, 2015 – August 28, 2015

### **Background:**

*The BC Sports Hall of Fame and Museum is a not-for-profit society, founded in 1966 to establish a permanent tribute to the outstanding individuals, teams, and builders of sport in the Province. The BC Sports Hall of Fame and Museum is largely volunteer driven by a Board of Trustees and is staffed by a team of four. The BC Sports Hall of Fame and Museum is normally located in BC Place Stadium and has 20,000 square feet of exciting exhibits displaying the passion and commitment of British Columbia's athletes and teams. Visitors are able to share the vision of those who achieved their dreams through dedication, talent and hard work. The BC Sports Hall of Fame and Museum is the ideal place for families, groups, and tourists to visit. More information is available on-line at [www.bcsportshalloffame.com](http://www.bcsportshalloffame.com).*

The BC Sports Hall of Fame and Museum is offering an exciting opportunity to become a member of our team dedicated to serving the organization's mission of Honouring the Past and Inspiring the Future. Reporting to the Executive Director, the Program Assistant is responsible for delivering exceptional customer service to the visitors of the BC Sports Hall of Fame and Museum Community Experience events.

### **Position Overview:**

The Program Assistant fulfills a key role within the BC Sports Hall of Fame and Museum. The mission of the BC Sports Hall of Fame and Museum is to "Honour the Past Inspire the Future". The Program Assistant helps the organization achieve this mission. The Program Assistant performs many tasks within the organization. Key responsibilities include:

- Office reception duties
- Visitor liaison (ensure visitor have a positive memorable experience through high level of customer service) while hosting at outreach events
- Assist with Special Events as required
- Deliver tours of the facility.

The Program Assistant is joining a staff team of eight and will be involved in many areas of the operations. We are seeking a candidate who is passionate about sports and sport history. The candidate should enjoy working with people and have an interest in inspiring and educating the citizens of the province. By joining our staff team the candidate must show the drive and desire to support our organization and to take it to its highest potential.

### **Qualifications:**

As a key member of the BC Sports Hall of Fame and Museum, the Program Assistant will learn many valuable skills and experience a unique work environment. Specific skills the job experience will help to develop include:

- Verbal and written communication
- Formal telephone etiquette procedures
- Presentation skills
- Event support and hosting
- Administrative tasks

Job postings will be posted, application deadline a couple of weeks later and then the interview process will begin. Only those candidates short listed will be contacted for interviews.

Resume will be email or fax your cover letter to Cecilia Olmos, Administrator via [cecilia@bcsportshalloffame.com](mailto:cecilia@bcsportshalloffame.com) or fax to 604-687-5510.