



Job Opening: Museum Assistant

Job Type: Seasonal, Part-time – 15 hrs/week

Location: Rossland, BC

Salary: \$11/hour

Start Date: Immediately

Closing Date: Until Filled

Job Description:

The Rossland Museum & Discovery Centre (RMDC) operates a local, community museum and visitor centre. The Museum Assistant will be responsible for the daily opening and closing of the operation. They will welcome museum visitors, offer a brief interpretation of the museum, and answer any questions to enhance their visit to the museum. They will also provide travel information about our community and region, including via phone and email. This position will also research and organize a bi-weekly afterschool program that they can then conduct and supervise with assistance from the Museum Director and volunteers. The student will also explore other special programming and events that we can organize throughout their job term.

Essential Qualifications:

- Full time student in Grades 11-12 or Post-Secondary student (in history, education, art, geology, tourism, marketing, or related field)
- Legally entitled to work in Canada; resident of the Basin region; aged 15+ prior to start date
- An interest in Rossland's history and everything the area has to offer locals and visitors alike
- Experience working with families and children of all ages
- Excellent verbal and written skills
- Experience in conflict resolution and problem-solving

Desired Qualifications:

- Experience working for a not for profit organization
- First Aid/CPR, WHMIS training, and an RCMP security check
- Customer service experience; experience with cash registers, POS machines, computers, etc.
- Experience working in the tourism and/or cultural sector

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

Please submit your resume and cover letter clearly demonstrating how you meet the qualifications by e-mail (preferred) to info@rosslandmuseum.ca or drop off at 1100 Hwy 3B (junction of Hwy 3B and Hwy 22). Please also attach references.

Phone 250 362 7722 Toll Free 1 888 448 7444

Email info@rosslandmuseum.ca Web www.rosslandmuseum.ca

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