



## Summer Job Posting: Museum Assistant

**Job Type:** Seasonal, Full-time – 1-2 positions

**Location:** Rossland, BC

**Salary:** \$11/hour

**Start Date:** Mid-May

**Closing Date:** Until Filled

**These positions are subject to funding and only available to students who have been in full-time post-secondary studies and intend to return to full-time studies in the fall.**

The Rossland Museum & Discovery Centre's mission is to preserve and dynamically present the heritage of Rossland and area. We do this with comprehensive indoor and outdoor displays on the industrial and social history of Rossland 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:**

Museum assistants are responsible for the daily opening, operating, and closing procedures associated with Museum operations under the supervision of our Operation & Programs Assistant. This includes conducting interpretive tours that provide information on Rossland - the Golden City. The Museum Assistants also 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. If the interest and background exists, students may also have tailored projects such as marketing, graphic design, early childhood education, historical research, and archival tasks. As well, as a community history museum, we cover a lot of different themes and topics, and the opportunity to create and complete a project as it relates directly to their field of study will also be available.

Please provide your resume and cover letter clearly demonstrating how you meet both the essential and desired qualifications.

### **Essential Qualifications:**

The following is a list of essential qualifications necessary to this position:

- Public speaking experience
- Must have excellent organizational skills, planning experience, and a passion for education and history
- Excellent English verbal and written communication skills
- Excellent computer skills (incl. use of Microsoft Office, Excel, Dropbox, etc.)
- Customer service experience

### **Desired Qualifications:**

The following desired qualifications may be considered an asset for this position:

- Creativity, enthusiasm, and a love of learning
- Post-secondary education in Museum Studies, History, Geology, Drama, Anthropology, Tourism, Marketing, or related fields. High school student applicants are accepted
- Experience working in or with the tourism and/or cultural sector
- Knowledge of Rossland's history
- Minor labour and equipment maintenance experience
- Current First Aid certificate and RCMP Security Clearance may be required

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**Please submit your resume and cover letter clearly demonstrating how you meet the qualifications by e-mail (preferred) to [museumdirector@rosslandmuseum.ca](mailto: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](mailto:museumdirector@rosslandmuseum.ca) or call (250) 362-7722.