



Summer Employment Opportunity - Museum Assistants Needed

The Kootenay Doukhobor Historical Society is looking for up to 4 fantastic Summer Assistants to work at the Doukhobor Discovery Centre – a museum of Doukhobor history in Castlegar, BC. Please note that the staffing of these positions and its duration are conditional on the approval of grant applications submitted to the Young Canada Works (YCW) and the Canada Summer Jobs (CSJ) programs. The jobs will run from May to August 2017, dependent upon the funding provided.

Salary: \$12.50 per hour, 37.5 hrs/wk (includes weekend scheduling)

Job Description:

The successful candidates, supported by the Museum Administrator, will develop museum guide, archival, customer service, and admissions/gift shop sales skills through practical hands-on experience by performing daily tasks and working on special projects essential to the operation of a heritage museum, with an emphasis on tourism, gift shop inventory/sales, collections, exhibits and grounds maintenance.

Job Duties include:

- Opening, closing and end of day accounting routines
- Tour guide - leading visitor tours
- Customer service
- Gift shop sales and inventory
- Collections - cataloguing, inventory, digital imaging, and conservation
- Data entry into collections management software database
- Housekeeping and basic janitorial duties
- Flower beds and grounds maintenance

Qualifications:

The successful candidate will be a student currently enrolled in a Canadian Educational institution, high-school, or post-secondary program - preferably with an interest in the arts, history and heritage resources, archives and artifacts, communications, tourism, and/or business administration. The candidate will be computer proficient on Windows based system (MS Word and Excel). Some knowledge of Doukhobor history preferred but not necessary.

Any of the following would be assets:

- customer services experience
- tour guide experience
- basic office skills
- basic accounting skills
- basic gardening skills

The Museum Summer Assistants will be team players with the ability to work independently as well. The ideal candidates will be self-motivated, adaptable, have strong organization and interpersonal skills, and an attention to detail.

NOTE: Pending approval, these positions are being funded by *Young Canada Works (YCW) and Canada Summer Jobs (CSJ) funding therefore applicants must:

- be between the ages of 16-30;
- have been a full-time student in the semester preceding the summer;
- returning to school full time in the fall of 2017;
- be a Canadian citizen, or a permanent resident, or have refugee status in Canada (non-Canadians holding temporary work visas, or awaiting permanent status are not eligible);
- *be willing to register as a YCW candidate (if hired under this program - visit www.youngcanadaworks.gc.ca for all eligibility details and registration).

Submit cover letter and resume to doukhobor.museum@gmail.com or by mail to: Doukhobor Discovery Centre ATTN: Lisa Poznikoff, 112 Heritage Way, Castlegar, BC, V1N 4M5. Application deadline is April 15, 2017. We thank all applicants in advance; however, only those selected for an interview will be contacted.