



Position Title: Museum Assistant (*two positions available*)
Position Type: Canada Summer Job Position
Posting Deadline: June 4, 2018
Position Type: Full Time / 30 hrs/wk
Start Date: July 3 – August 25 / July 8 – August 30, 2018

Background:

The BC Sports Hall of Fame is offering two exciting opportunities to become a member of our team dedicated to serving the organization's mission of Honoring the Past and Inspiring the Future. The Museum Assistant is responsible for delivering exceptional customer service to the visitors of the BC Sports Hall of Fame and at our community experience events.

The BC Sports Hall of Fame preserves and honors BC's sport heritage by recognizing extraordinary achievement in sport by using our collection and stories to inspire all British Columbians to pursue their dreams. Located at Gate A of BC Place, the Hall showcases accomplishments of individual athletes and teams, as well as those who have contributed to the development of sport in the province.
www.bcsportshalloffame.com.

Position Overview:

The Museum Assistant fulfills a key role within the BC Sports Hall of Fame performing many tasks within the organization.

Key responsibilities include:

- Visitor Reception duties
- Demonstrate knowledge of the facility, rates, packages, promotions and other general product knowledge as necessary. Ability to promote attraction services and facilities
- Achieve positive outcomes from visitor requests in a timely and efficient manner
- Visitor liaison (ensure visitors have a positive memorable experience through high level of customer service) while hosting at outreach events
- Maintain museum in a neat and orderly fashion
- Assist with Special Events as required
- Deliver tours of the facility and stadium.

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:

- Students under the age of 30 who were registered as full time students in the previous semester and who intend to return to full time studies in the fall
- Excellent verbal communication skills
- Ability to multi task in fast-paced environment
- Competent level of IT proficiency
- Presentation skills
- A willingness to learn, develop and achieve new skills for personal and professional development

Training and Skill Development Provided:

- Gain practical experience and training in areas of: education and teaching in a museum setting, program development and promotion. Excellent verbal communication skills
- Refine and develop public speaking skills
- Training and experience in developing promotional materials
- Work within a supportive and encouraging team environment with an enthusiastic and professional staff.

Application deadline is Friday, June 1, 2018. Interviews will likely take place on Thursday, June 14, 2018. Please email your resume and cover letter to Baldev Biln at baldev@bcsporthalloffame.com