



## Visitor Services Assistant

16-week position, 35 hours a week  
\$12.80/hour

**This position is dependent on receiving *Canada Summer Jobs* funding**

The Nelson and District Museum, Archives, Art Gallery and Historical Society (Touchstones Nelson) seeks a Visitor Services Assistant to assist the Visitor Services Manager with providing customer service to Museum visitors and members during the busy summer months. The Assistant will be working in the admissions and shop area of the museum and will ensure excellent customer service to all visitors.

### **Job description:**

The Visitor Services Assistant is responsible for the following project tasks:

- be the Society's primary visitor contact when on site
- retail gift shop sales and reports
- processing admissions and memberships
- represent the Society at community festivals and events including Canada Day
- other responsibilities as they arise

### **Job Requirements:**

To be eligible to participate in the CSJ initiative, individuals must:

- be between 15 and 30 years of age at the start of the employment;
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment; and,
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

### **Application:**

Apply with a cover letter, résumé and 3 references by Friday, May 3, 2018 to:

Cindy Fillion, Visitor Services Manager

Touchstones Nelson: Museum of Art and History

[shop@touchstonesnelson.ca](mailto:shop@touchstonesnelson.ca)