

20 February 2020



The Potato House Project

49 Borland St. Williams Lake BC  www.potatohouseproject.com

Summer Student Job Opportunity: Heritage and Sustainability Interpreter

Main Tasks and Responsibilities

- Learn about the Potato House and all that we do in the first couple weeks of employment which will be like an extended orientation.
- Lead guided tours for school groups.
- Monitor, track, and record visitor attendance.
- Assist visitors by answering questions and providing brief guided tours of the site.
- Assist volunteers in maintaining the Potato House's community gardens.
- Assist in basic heritage site conservation, restoration, and maintenance.
- Keep an inventory of historic artifacts in the Potato House collection.
- Participate in online and social media marketing of the organization.
- Assist with compost processing (we promise - it's a good kind of grossness).
- With professional curators, be trained to create and install high quality exhibit materials for public viewing.
- Assist with event planning and implementation such as garden parties, music events, education sessions, and others.
- Perform frontline conservation through cleaning of storage areas, displays, windows, and outside areas at the Potato House.
- Performs flexible and varying duties depending on the shifting needs of the organization.

Desired skills and abilities

- Must be willing and able to work with school-age children and members of the public of all ages.
- A passion for learning and a sense of creativity.
- Outgoing, hardworking, and friendly personality.
- An interest in event planning.
- Must be able to work both indoors and outdoors.
- Ability to safely use basic hand and power tools.
- Ability to work under own initiative and as a member of a team.
- Ability to communicate effectively in both written and oral forms.
- Ability to understand and follow oral and written instructions.
- No specific academic or schooling background is preferred, though a willingness to learn about local sustainable practices and history will be an asset.

Deadline to apply

01 April 2020

(do not delay in applying, qualified candidates may be interviewed and accepted before the deadline)

20 February 2020

Duration of employment

Early May to end of August 2020

Other Information

Please send a resume and cover letter to our Project Alchemist, Joe, at phalchemist@outlook.com with the subject line “Application for Summer Positions.”

Successful applicants will be required to undergo a criminal records check.

Copies of proof of enrollment or certificates will be required at the time of interview.

Applicants must meet the requirements of Canada Summer Jobs and Young Canada Works. These include but are not limited to: must hold Canadian citizenship or permanent residency status, be legally entitled to work in Canada, be between the ages of 16 and 30, be a full-time registered student and intend to return to school/university in Fall 2020, and not take on a second job over the summer. These positions are subject to funding from the Canada Summer Jobs and Young Canada Works programs. Full details are available here:

<https://www.canada.ca/en/canadian-heritage/services/funding/young-canada-works/students-graduates/heritage-organizations-students.html> and <https://www.canada.ca/en/employment-social-development/services/funding/canada-summer-jobs/screening-eligibility.html>

For questions, please do not hesitate to contact our Project Alchemist, Joe, at phalechmeister@outlook.com or (403) 874-0404 (texts welcome).

We thank all applicants for their interest; however, only applicants selected for an interview will be contacted.