



Community Engagement Intern

Job Type: 6-8 month Contract, 40 hours/week

Location: On-site, Rossland, BC

Salary: \$17 - 19/hour

Earliest Start Date: August 1st, 2023

Latest End Date: March 31st, 2024

Closing Date: Until Filled

This position is dependent on funding announcements and requires candidates to meet Young Canada Works Graduate eligibility

The Rossland Museum & Discovery Centre's mission is to preserve and dynamically present the history and culture of Rossland and area. We do this with comprehensive indoor and outdoor displays of Rossland's industrial and social history, 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 – with 5 acres of property and 6 exhibition buildings among many other display shelters. Additionally, we have an extensive community archive, a provincial visitor information centre, numerous educational programs in-house and through outreach activities, downtown heritage walking tours, and various special events throughout the year.

Job Description:

The Community Engagement Intern will work with the Community Engagement Manager for the planning, coordination, and evaluation of the museum's public programming, special events, and audience engagement efforts. This role also includes supervisory duties for seasonal student positions and volunteers supporting the Community Engagement department, with assistance/mentorship from the Community Engagement Manager. As time permits, they will conduct interpretive tours, coordinate loaning out, evaluating, and inventorying educational outreach kits, assist with ongoing senior programs, and develop special activities for tours and bookings. The intern will also work with the Community Engagement Manager to contribute research and suggestions specific to our facility and operations sustainability goals in partnership with our community stakeholders (e.g. Autonomous Sinixt, City of Rossland, Rossland Society for Environmental Action, etc.).

The Community Engagement Intern works with all staff for the daily opening, operating, and closing procedures associated with Museum operations. They also help with the operation of the gift shop, admissions, concession, and Destination BC Visitor Centre.

The following are **essential** qualifications for the job:

- Recent graduate in Education, General Sciences, Museum Studies, History, Geology, Drama, or related fields
- Experience working/volunteering with families and children of all ages
- Experience and interest in organizing educational crafts, games, experiments, and kids' activities
- An interest in Rossland's history and everything the area has to offer locals and visitors alike
- Excellent organizational skills, planning experience, and a passion for education and history
- Experience in group management and leadership
- Public speaking experience; Excellent English verbal and written communication skills
- Experience in conflict resolution and problem-solving
- RCMP Security Clearance (obtainable prior to start)

The following are **desired** qualifications for the job:

- Customer service experience; experience with cash registers, POS machines, computers, etc.
- Excellent computer skills (incl. word processing, spreadsheets, Squarespace, file management, etc.)

- Experience working in the tourism and/or cultural sector
- Current First Aid certificate (can be obtained on the job)

All applicants must meet YCW-BCH eligibility criteria. We encourage participation from the Government of Canada's job equity groups, including women, First Nations, Métis, and Inuit persons, members of visible minority groups, persons with disabilities, and persons of any sexual orientation or gender identity and expression to apply.

Please submit your resume and cover letter clearly demonstrating how you meet the qualifications and quoting the position(s) you are applying for by email (preferred) to museumdirector@rosslandmuseum.ca or 1100 Hwy 3B (junction of Hwy 3B and Hwy 22). Please be prepared to provide at least two professional references.

For more information about this position, please contact Joelle Hodgins (she/her), Museum Director, at museumdirector@rosslandmuseum.ca or call (250) 362-7722.