



## Operations Assistant

**Job Type:** Seasonal (4 months), 40 hrs/week

**Location:** On-site, Rossland, BC

**Salary:** \$17.50 - 19/hour (DOE)

**Earliest Start Date:** May 1, 2024

**End Date:** August 31, 2024 (up to 640 hours)

**Closing Date:** April 15th or Until Filled

**This position is funding dependent and may require candidates to meet Canada Summer Jobs, Columbia Basin Trust Wage Subsidy, or [Young Canada Works 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 Operations Assistant works with all summer staff for the daily opening, operating, and closing procedures associated with Museum operations. They will work with the Operations & Marketing Manager to prepare the site for our busy summer season, and assist in updating outdoor exhibitions and interactives (including a gold panning station, CPR caboose and replica train station, and a mining warehouse). If interest exists, they can support program development and the development of marketing/social media content. The Operations Assistant will also assist with providing customer service, such as front-desk operations, Visitor Centre support, event support, and guided tours (especially if bilingual). All staff assist with the opening, operating, maintenance, and closing procedures associated with daily operations.

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

- **Funding Dependent:** Current Student
- Excellent organizational skills, planning experience, and a passion for history
- Excellent English verbal and written communication skills
- Excellent interpersonal and public speaking skills, including customer service experience and problem-solving skills
- Excellent computer skills (incl. Google Suite, Squarespace, Basecamp, Social Media)

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

- Post-secondary education: Heritage/History, Architecture, Geology/Mining, Environmental Sciences, or a related Trade school, related fields
- Experience/knowledge of the Standards and Guidelines on the Conservation of Historic Places
- Knowledge of Rossland or West Kootenay history
- Minor labour and equipment/tool maintenance experience
- Current first aid/CPR certificate

This role is not able to be fulfilled remotely. 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. Research shows that women and people from

1100 Hwy 3B (PO Box 26), Rossland, BC V0G 1Y0 | [www.rosslandmuseum.ca](http://www.rosslandmuseum.ca)

*We acknowledge that we live and work on unceded Sinixt tmx'úla?x'w (homeland)*

*Operations Assistant - V-1*

underrepresented groups often apply to jobs only if they meet 100% of the qualifications. We recognize that it is highly unlikely that someone meets 100% of the qualifications for a role. If much of the job qualifications describe you, then please apply.

**For more information about this position, please get in touch with Joelle Hodgins (she/her), Museum Director of the Rossland Museum & Discovery Centre at [hiring@rosslandmuseum.ca](mailto: hiring@rosslandmuseum.ca) or call (250) 362-7722.**

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 [hiring@rosslandmuseum.ca](mailto: hiring@rosslandmuseum.ca) or drop off at 1100 Hwy 3B (junction of Hwy 3B and Hwy 22). Please be prepared to provide a minimum of two professional references.