



Operations Coordinator

Job Type: 6-9 month contract, 40 hours/week

Location: On-site, Rosland, BC

Salary: \$18.50 - 20/hour, DOE

Earliest Start Date: July 2, 2024

End Date: March 31, 2025

Closing Date: May 15th or Until Filled

This position is funding dependent and may require candidates to meet [Young Canada Works eligibility](#)

The Rosland Museum & Discovery Centre's mission is to preserve and dynamically present the history and culture of Rosland and surrounding areas. We do this with comprehensive indoor and outdoor displays of the industrial and social history of Rosland 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 Coordinator will support the general operations of the site, including daily operations, site maintenance, interpretive programs, historical tours, and visitor services. This project is an ideal opportunity for a recent graduate as it will focus on the overarching operational needs and systems in place to ensure a sustainable operation and evaluate and grow our core functions, audience engagement, and public accessibility of the site and historical information. The employee will work with the Operations & Marketing and Community Engagement managers to contribute research, resources, and suggestions to a new Disaster Preparedness Plan as well as our Property Plan, integrating our recent accessibility consultant recommendations and environmental assessment. We are also working on expanding our use of Traditional Ecological Knowledge in partnership with Indigenous knowledgekeepers and elders from the Autonomous Sinixt. Additionally, this project will include supporting the evaluation and growth of our volunteer and membership programs.

They will also help with the operation of the gift shop and Visitor Centre, assist in the planning and scheduling of group tours and special events as well as routine maintenance, including painting, cleaning, and groundskeeping, as time permits.

All staff assist with the opening, operating, maintenance, and closing procedures associated with daily operations.

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

- College/university graduate in Heritage/History, Architecture, Geology/Mining, Geography, or related fields
- Excellent English verbal and written communication skills
- Excellent interpersonal and public speaking skills, including customer service experience and problem-solving skills
- Excellent organizational skills, planning experience, and a passion for education and history

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

- Excellent computer skills (incl. word processing, spreadsheets, Squarespace, file management, etc.)
- Land-use planning or environmental impact research experience
- Experience/knowledge of the Standards and Guidelines on the Conservation of Historic Places

1100 Hwy 3B (PO Box 26), Rosland, BC V0G 1Y0 | www.rosslandmuseum.ca

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Operations Coordinator - V-1

- Creativity, enthusiasm, and a love of learning
- 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 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 hire@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 hire@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.