



Student Position: Operations Assistant

Job Type: Seasonal, up to 40 hrs/wk

Location: Rossland, BC

Salary: \$16-17/hour

Start Date: Immediately

End Date: March 31st, 2022 (up to 600 hours)

Closing Date: Until Filled

This position requires candidates to meet [Young Canada Works eligibility](#)

The Rossland Museum & Discovery Centre's mission is to preserve and dynamically present the heritage of Rossland and area. We do this with comprehensive indoor and outdoor displays on the industrial and social history of Rossland 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. Additionally, we have an extensive community archives, a provincial visitor information centre, numerous educational programs in-house and through outreach activities, downtown heritage walking tours, and various special events throughout the summer.

Job Description:

The Operations Assistant works with all staff for the daily opening, operating, and closing procedures associated with Museum and Visitor Centre operations. They will assist with the upkeep and interactive development for exhibitions, programs, and events, as well as assist the Historical Interpreter with group tours, including the evaluation and archival research. 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.

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

- Post-secondary education: History, Geology/Mining, Information Technology, Environmental Sciences, or related fields
- Must meet [Young Canada Works eligibility](#) requirements
- Excellent computer skills (incl. Microsoft Office/Google Docs, Squarespace, Dropbox)
- Excellent English verbal and written communication and interpersonal and public speaking skills
- Excellent organizational skills, planning experience, and a passion for education and history
- Customer service experience

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

- Creativity, enthusiasm, and a love of learning
- Minor labour and equipment maintenance experience
- Experience in or with the tourism and/or cultural sector
- Knowledge of Rossland or West Kootenay history
- Current First Aid certificate

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 drop off at 1100 Hwy 3B (junction of Hwy 3B and Hwy 22).

Please also attach references.

For more information about this position, please contact Joelle Hodgins, Museum Director, at

museumdirector@rosslandmuseum.ca or call (250) 362-7722.