



## Museum Programs Assistant

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

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

**Salary:** \$17.50 - 19/hour, DOE

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

**End Date:** Aug 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 or [Young Canada Works eligibility](#)**

The Rosland Museum & Discovery Centre's mission is to preserve and dynamically present the history and culture of Rosland and area. We do this with comprehensive indoor and outdoor displays of Rosland'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 Museum Programs Assistant works with the Community Engagement Manager and Community Engagement Coordinator for the planning, coordination, and evaluation of the Summer Museum Day Camps for ages 6-10 with themes ranging from science and technology to art and history. Planning includes organizing each week's requirements (registrants, allergies, permissions, etc.), assisting with material prep, contributing to the design of environmental education activities, scheduling field trips/workshops, and other tasks as needed. In addition to the day camps, as time permits, the student 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. Students in this role will also work with the Community Engagement Manager to contribute research and suggestions specific to our facility and operations sustainability goals, including solutions to integrate underrepresented histories in programming content.

The Museum Program Assistant works with all summer staff for the daily opening, operating, and closing procedures associated with Museum operations.

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

- **Funding Dependant:** Current Student
- 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 Rosland'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 assets** for the job:

- Post-secondary: Education, General Sciences, Museum Studies, History, Geology, or Drama.
- Customer service experience; experience with cash registers, POS machines, computers, etc.
- Excellent computer skills (incl. use of Microsoft Office, Excel, Dropbox, etc.)
- Experience working in the tourism and/or cultural sector
- Current First Aid certificate (can be obtained on the job)

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

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

*Museum Programs Assistant - V-1*

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](mailto: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](mailto: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.