



VALEMOUNT MUSEUM ASSISTANT
Part-time available

Closing date: April 30, 2024

Start date: May 20, 2024
(Subject to change)

End date: September 30, 2024
(Subject to change)

Do you love sharing local history? We are looking for people who are passionate about Valemount to be Museum Assistants. Reporting to the Tourism Experience Coordinator, the role of a Museum Assistant is to be a representative of the museum to the visiting public.

- Greet visitors and offer guidance, such as exhibit information or directions
- Oversee the museum's collection to ensure it stays safe, secure, and undisturbed
- Monitor visitors to make sure they adhere to the rules, which includes not touching or damaging the exhibits
- Assist society in moving exhibits or changing displays
- Update files and reference materials
- Perform administrative duties as required
- Process payments for retail merchandise and balance cash out report
- Restock shelves and update inventory as required
- Maintain a clean and safe work environment
- Other duties as assigned

Job Requirements/Qualifications

- Experience in customer service
- Strong communication and interpersonal skills
- Ability to work as a team and independently in a fast-paced environment
- Ability to demonstrate initiative
- Strong problem-solving skills
- Confident work with various forms of technology including desktop computers and payment processing software (training provided)
- Deep interest in and knowledge about local history

Valemount.ca

Working Conditions

- Must be able to work flexible hours including evenings, weekends, and holidays
- Team environment
- Standing for extended periods, bending and lifting
- Must be able and willing to comply with the workplace communicable disease safety plan

Why work with us

- Work with our passionate team
- Learn how to offer excellent customer service and gain valuable experience in the hospitality and tourism industry
- 25% staff discount at the Visitor Information Centre
- Letter of recommendation provided for assistants who work the entire season

Wage

Starting wage is \$18.00 per hour

Job Application Process

Students are encouraged to apply and school schedules will be accommodated.

Please send your letter of application and resume to the Tourism Experience Coordinator at vicinfo02@valemount.ca with the email subject line: Museum Assistant Position. Applications can also be mailed to: Village of Valemount, PO Box 168, Valemount BC, V0E 2Z0.

We thank all applicants for their interest; however, only those selected for an interview will be contacted. The Village of Valemount is an equal opportunity employer. Our team and our visitors come from all walks of life and so do you. We believe that diversity and unity amongst our team leads to remarkable visitor experiences.