



**Employment Opportunity
Museum Assistant (Part-time/Full-time, Seasonal)**

COMPETITION CLOSES:

Sunday, March 1, 2026, at 4:00pm

Do you love sharing local history? The Village of Valemount is seeking enthusiastic and community-minded Museum Assistants to support the day-to-day operation of the Valemount Museum. Reporting to the Economic Development Officer (EDO) and Museum Supervisor, the Museum Assistant serves as a key representative of the museum to the visiting public and plays an important role in delivering a welcoming, informative, and inclusive visitor experience.

For more information about specific duties, qualifications, and a copy of the posted job description, please visit www.valemount.ca/village-office/job-postings/.

Hours of Work and Compensation:

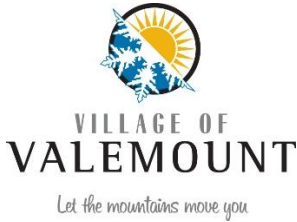
The regular hours will be throughout seven days per week, 9:30 am to 5:30 pm, and successful candidate must be willing to work statutory holidays. Hours will vary between two part-time positions or one full-time position, depending on candidates who apply. The wage is \$18.00 per hour with 10% in lieu of benefits.

How to Apply:

Interested applicants are invited to submit a cover letter and resume (indicate “Museum Assistant—[Candidate Name]” in the heading) to jobs@valemount.ca, or by mail to the address below.

Mail: Village of Valemount
PO Box 168
Valemount, BC V0E 2Z0

The Village thanks all applicants. Only those selected for an interview will be contacted.



VILLAGE OF VALEMOUNT

JOB TITLE: Museum Assistant

DIVISION: Economic Development

JOB SUMMARY:

Reporting to the Economic Development Officer (EDO) and Museum Supervisor, the Museum Assistant serves as a key representative of the museum to the visiting public and plays an important role in delivering a welcoming, informative, and inclusive visitor experience.

MAJOR RESPONSIBILITIES:

- Greeting visitors and deliver a welcoming, informative, and inclusive experience by providing exhibit information, directions, and general guidance
- Responding to questions about local history, regional heritage, and museum displays
- Monitoring visitor activity to ensure museum rules are followed and exhibits remain protected and undisturbed
- Overseeing exhibit areas to ensure the safety and security of the museum's collection
- Assisting the Valemount Historic Society with moving exhibits, changing displays, and updating reference materials
- Maintaining accurate files, reference documents, and museum records as needed
- Processing retail sales, operating point-of-sale systems, and completing daily cash-out reports
- Restocking shelves and maintaining accurate inventory records
- Performing general administrative duties, including documentation updates, filing, and data entry
- Updating and monitoring the museum's email, website content, and social media posts
- Supporting the delivery of the Children's Program as required
- Assisting with Canada Day activities and other special events
- Providing setup, takedown, and on-site support for museum-related programs
- Assisting with opening and closing procedures
- Maintaining a clean, organized, and safe work environment
- Maintaining a respectful and cooperative working relationship with the Valemount Historic Society
- Other duties as assigned

KNOWLEDGE AND SKILLS:

- Strong communication and interpersonal skills
- Ability to work independently and collaboratively in a fast-paced environment
- Demonstrated initiative and strong problem-solving abilities
- Comfortable using computers, POS systems, and basic software (training provided)
- Interest in and knowledge of local history and heritage

EXPERIENCE:

- Experience in museum operations, tourism, visitor services, or customer service

QUALIFICATIONS & EDUCATION:

- Secondary school completion or current enrollment
- Post-secondary education in history, tourism, education, or a related field is an asset
- Students are encouraged to apply

HOURS OF WORK:

This is a seasonal position with full-time hours available. The position requires availability to work flexible hours, including weekends and statutory holidays. The anticipated term of employment is from April 27, 2026, to September 30, 2026, subject to change based on operational needs.

OTHER REQUIREMENTS:

- Valid BC Driver’s License YES
- Vehicle Usage NO
- Police Information Check YES
- Issued Cell Phone NO

DOCUMENT:

Prepared by: Economic Development Officer
Date Prepared: February 6, 2026