




REVELSTOKE RAILWAY MUSEUM

"REVELSTOKE HERITAGE RAILWAY SOCIETY"

P.O. Box 3018  719 Track Street W.
Revelstoke, British Columbia V0E 2S0
(250) 837.6060 fax 837.3732
www.railwaymuseum.com
email: railway@telus.net

Manager of Administration

Part-Time Summer (4 days per week); Part-Time Winter (2 days/week).

Occasional overtime work is required.

\$18 per hour + employer EI & CPP contributions

Deadline for applications: September 21, 2021

Start Date: October 15, 2021

The Revelstoke Heritage Railway Society is seeking an energetic, well-organized individual to lead the Society's administrative processes. This is a new, part-time role.

For nearly thirty years, the Revelstoke Railway Museum and Craigellachie Last Spike Store have delighted hundreds of thousands of visitors. Together with the Executive Director, Curator and the Manager of Retail and Visitor Services, this role will be a member of the Museum Leadership Team. This role is a great opportunity to help move two of Revelstoke's cornerstone cultural facilities to the next level.

Responsibilities:

- Manage the flow and process timesheets, invoices and paperwork; monitor and track grant-related expenditures.
- Courteously and efficiently answer or route phone and social media enquiries and do simple updates to signage, travel sites, social media and voicemail with scheduled postings or operational changes.
- Monitor and maintain office supply and hospitality supply levels, post and receive packages and mail, and maintain a list of maintenance issues.
- Write finance and operating procedures and maintain a current procedures manual.
- Support the Society's membership and donation processes, acting as the hub for all membership and donation paperwork, working with the membership working group, ensuring all donations and memberships are tracked, processes completed, files maintained and donors are thanked.
- Keep the filing system organized, regularly reviewing and weeding files.
- Flag maintenance issues for attention by appropriate board members, director or volunteers.
- Maintain and update the museum calendar and communicate changes.

- Field inquiries about facility rentals and tours, do facility rental walk-throughs, book engagements, write and review contracts and assist with setup and operation of facility rentals. Participate in planning and delivery of special events.
- Perform simple website updates, develop scheduled posts for social media and send press releases as required.
- Schedule grant application and reporting deadlines in the Museum’s calendar.
- Perform communications, setup and administration for board and committee meetings
- Maintain volunteer files, call out and schedule volunteers.
- Tally visitation and produce reports
- Support the Manager of Retail and Visitor services (e.g. occasional lunch coverage, receiving and tagging merchandise, occasional runs to Craigellachie (mileage reimbursed)).
- Support the Curator (e.g. managing the flow of donation paperwork and receiving research requests)

Skills and Competencies:

The ideal candidate has a minimum of 3-5 years of successful generalist administrative experience.

The successful candidate will also have demonstrated strengths in the following skills and competencies:

- Positive, friendly and can-do attitude with staff, visitors and volunteers.
- Exceptional prioritizing, organizational and multi-tasking skills, with the ability to “switch gears” and adapt to changing situations.
- Excellent written and verbal communication skills with visitors, trustees, our communities, staff and volunteers.
- Basic financial procedures (e.g. coding invoices, processing timesheets, invoices and paperwork, tracking expenditures against budgets).
- A passion for museums and culture and appreciation for their value to the community. Experience in a museum environment is a definite asset; candidate must have an interest in learning basic museum protocols.
- Writing and following administrative and financial processes and procedures.
- A strong drive to continuously improve all aspects of the candidate’s work.
- Advanced computer skills, particularly Word and Excel, Google Calendar, and familiarity with basic website (Wix) and social media updates and postings. Familiarity with Shopify point-of-sale system is an asset.
- Committed to following COVID prevention protocols.
- Able to lift, move and carry up to 20 kg

Please Note: Applications will only be considered for individuals who are already Canadian residents and legally eligible to work in Canada. Applicants from outside of Canada will be declined.

E-mail your resume to: director.railway@telus.net or mail to:

Revelstoke Railway Museum
Attention: Executive Director
719 Track St West
PO Box 3018
Revelstoke, BC