



REVELSTOKE RAILWAY MUSEUM

REVELSTOKE HERITAGE RAILWAY SOCIETY

JOB POSTING

Museum Assistant Summer Student

Location:	Revelstoke, BC
Term:	May 15 to September 4, 2022 (16 weeks, subject to funding approval)
Working Hours:	Full-Time (40 hours per week)
Hourly wage:	\$18.00/hour

The Revelstoke Railway Museum is one of Revelstoke's cornerstone cultural institutions with visitation of over 24,000 annually. Opened in 1993, it is known as one of Canada's best small railway museums, playing a valuable role in collecting, preserving and interpreting Canada's mountain railway stories. Its collection exceeds 6,500 three-dimensional artifacts, 7,500 archival objects, 13,000 photographs, and 17 locomotives and cars. The Museum's website is railwaymuseum.com.

Position Summary:

The Revelstoke Railway Museum is hiring two Museum Assistant Summer Students to assist with the museum's visitor services, museum store, museum operations and administration, and special events during our busy summer season, including our 30th Anniversary.

This is a Canada Summer Jobs position and candidates must be eligible for the Canada Summer Jobs program. This position is subject to funding approval.

Key Responsibilities:

The Museum Assistant Summer Students will be an integral part of the museum's summer operations including visitor services and retail operations, administration, tours, and completing special projects:

- Working closely with the Manager of Retail and Visitor Services, greeting and orienting visitors, processing museum admissions and retail sales and ensuring the Museum Store is orderly and well-stocked. They will also develop an in-depth procedure and policy manual for the Visitor Services and Retail function, including the Shopify Point of Sale system.
- Students will have the opportunity to lead small group tours.

- Working with the Executive Director to catalogue and organize the Museum's extensive research library, identifying duplicate and out-of-field items.
- Doing daily walk-throughs of the Museum to flag maintenance and other issues.
- Working with the President to catalogue, organize and document the background stories of 30 years of digital photographs about the Museum, its development and events.
- Working with the Manager of Administration to communicate with the Museum's 100+ member base on membership renewals, ensuring member records are up-to-date, and (depending on qualifications) writing member newsletters. Students will also work with the Manager in developing a special event plan for the Railway Day event in September.
- Provide support to all members of the Museum leadership team, including handling enquiries and helping us deliver high quality customer service and programming and preserving our cultural heritage.
- Students will benefit by learning new skills in customer service, use of a modern retail system, event planning, public speaking, procedures development and museum operations.

Qualifications:

- The ideal candidate is a post-secondary student returning to their studies in September, with an interest in museums, history, education, tourism, marketing or communications.
- Strong computer skills, ideally with proficiency in Microsoft Office. Experience in operating the Shopify point-of-sale system is an asset.
- Excellent customer service skills; previous retail experience is an asset.
- Strong written and verbal communications skills
- Demonstrated initiative, strong organizational skills and attention to detail
- Ability to work independently and in a team environment
- Ability to work weekends and statutory holidays
- Positive attitude, maturity and flexibility.

All candidates *must* prove eligibility under the Canada Summer Jobs program criteria prior to the interview process. Applicants must:

- be between 15 and 30 years of age at the start of the employment;
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment; and,
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations. Please note that international students are not eligible participants (including anyone who is temporarily in Canada for studies and who is not a Canadian citizen, permanent resident, or person who has been granted refugee status in Canada. Youth

awaiting a refugee status ruling, as well as those who hold a temporary visitor visa, youth visa or work visa are also ineligible)

Applicants should email a resume and cover letter to the Executive Director at director.railway@telus.net with the subject line “Canada Summer Jobs Museum Assistant Application” by April 15, 2022

This is an excellent opportunity to build marketable skills in a region known for its quality of life and recreational opportunities. Revelstoke is a welcoming community with a population of about 7,500 along the Columbia River in the beautiful setting of the Selkirk and Monashee Mountains. Revelstoke is an important tourism destination for culture, heritage and summer and winter recreation. The city has three public museums and an art gallery, and boasts world-class mountain biking, hiking and climbing, Nordic and downhill skiing, heli-skiing, and snowmobiling. Revelstoke also has two National Parks just outside of the city limits: Mount Revelstoke National Park and Glacier National Park, as well as several hot springs within short driving distance. For more information about Revelstoke, visit seerevelstoke.com