



AGASSIZ-HARRISON MUSEUM & VISITOR CENTRE

Visitor Centre Coordinator

Location:	7011 Pioneer Ave., Agassiz, BC
Term:	May 17 to August 31, 2023 (16 weeks, subject to funding)
Working Hours:	Full –Time / (35 hours per week) including weekends 10:00am – 4:00pm
Hourly Wage:	\$17.50 / hour
Deadline:	May 6th, 2023 or until filled

We are looking to add an enthusiastic and energetic member to the AHM team. As the Visitor Centre Coordinator, you are responsible for coordinating on-site services and ensuring the successful delivery of tourism and travel information to visitors.

JOB DESCRIPTION:

You will;

- schedule and train Museum/Visitor Centre volunteers and summer students to ensure quality visitor experience
- conduct gift shop sales, point-of-sales reporting, and cash handling duties
- order, display and distribute tourism related brochures and print materials
- monitor and respond to in-person, telephone and online tourism inquiries by providing visitors with recommendations and options to encourage them to stay longer
- electronically record daily visitor statistics for reporting to Destination BC
- contribute as a member of the Agassiz-Harrison Museum & Visitor Centre team, providing assistance and support for other projects as required

JOB REQUIREMENTS:

- experience in customer service, tourism, or retail is preferred
- excellent verbal and written communication skills
- excellent people skills, and the ability to build relationships that are collaborative
- the ability to multi-task and prioritize
- sensitivity in dealing with the public, board members, volunteers, staff, community partners and stakeholders

Please forward your resume with cover letter detailing your experience and interest via email to; Charlotte Murray, Manager/Curator at agassizharrisonmuseum@shawbiz.ca.

Deadline: Saturday, May 6th, 2023 or until filled