



Job Opportunity: Visitor Services Assistant Summerland Museum & Archive Society

9521 Wharton Street, Summerland BC www.summerlandmuseum.org

Title: Visitor Services Assistant

Job type: Part Time, Contract

Contract term: Until December 22, 2024 (potential for renewal)

Wage: \$22/hour

Hours: Friday to Sunday, 9:45 am - 4:15 pm with ½ hour unpaid lunch (18 hours/week)

Start date: As soon as possible

Main responsibilities:

- Ensure that the daily museum operations are carried out, such as opening and closing the Museum, turning on lighting, and putting out sandwich boards.
- Greet visitors and facilitate an excellent visitor experience.
- Provide information on exhibits, local history, and other local attractions.
- Promote the Museum Gift Shop to visitors; assist customers in the Museum Gift Shop; process sales through the Square POS system; restock and merchandise displays as needed; and perform monthly physical inventory counts.
- Receive membership forms and payments.
- Provide information on events and process registrations.
- Answer the phone, take messages when necessary.
- Monitor and answer messages to the Museum's info email; forward messages to staff as needed.
- Take an active role in the planning and facilitation of Museum programming, such as lectures, kids activities, and Saturday Socials.
- Collaborate with and support volunteers as needed for programming and other operations.
- Light housekeeping duties as needed, including dusting, spot cleaning glass displays, and restocking restroom supplies, among other duties.
- When there is time, support staff in other projects (ie. research or small collections tasks)

Qualifications:

- Friendly and outgoing with strong communication skills
- Interest in local history, heritage, arts, and culture plus enthusiasm for further learning.
- Retail sales and customer service experience
- Well organized with attention to detail
- Comfortable using Point-of-Sale systems and computers
- Able to do light lifting, such as putting out chairs and setting up tables

A criminal Record Check is required upon hiring.

Applications will be accepted until the position is filled.

Please send your resumé and cover letter to curator@summerlandmuseum.org.