



Visitor Experience Assistant

The Gulf of Georgia Cannery, built in 1894 in the historic village of Steveston, is a living monument to the people involved in BC's fishing industry. The National Historic Site is operated by the Gulf of Georgia Cannery Society, a non-profit society. Collaborating with Parks Canada, the Society preserves the history of the BC fishing industry and presents it in an engaging and relevant way.

We are seeking a passionate and detail-oriented individual to join our administrative team as Visitor Experience Assistant. This position will be a part-time temporary assignment scheduled to end December 31st, 2024. Our team and working environment exemplify inclusivity and diversity. We pride ourselves in demonstrating open minds, open hearts and welcoming all who participate in our endeavours. This role plays a significant part in supporting the daily administrative activities of the Society, and is great for someone who can work independently, is organized, and enjoys the camaraderie of team driven projects.

Under the supervision of the Curatorial Program Manager, the Visitor Experience Administrative Assistant will support the completion of a variety of administrative tasks, including but not limited to:

- Assist in the implementation of improved Visitor Experience processes and procedures via the creation and maintenance of training guides, staff procedure documents, and evaluation materials as needed.
- Manage the creation and maintenance of Visitor Experience-related statistics and tracking databases, including event calendars, booking databases, monthly trackers, etc.
- Manage expense and receipt tracking and budget reconciliation across budgets. Coordinate the ordering of Audience Engagement and Visitor Services supplies and materials as needed.
- Assist in the preparation of monthly visitor statistics reports; collect reports on visitor and programming statistics from Profitek and maintain a statistics filing system.
- Answer and/or direct phone and email inquiries from outside parties to the appropriate department.
- Collaborate with the Curatorial Program Manager to schedule and confirm meeting appointments, distribute meeting invitations and materials, and take minutes during meetings as needed.
- Manage the implementation, organization, and maintenance of digital and physical filing systems.
- Assist with information gathering for grants Prepare, edit, and publish Visitor Experience materials for distribution, including job postings, -event and program summaries, invoices, etc.
- Coordinate activities and distribute information to the Marketing and Communications Coordinator to promote the museum's activities.
- Maintain a positive working relationship and open lines of communication with other departments.
- Participate in regular staff meetings.
- Other administrative duties as required.

Qualities:

- You are a motivated team player who can work independently
- You demonstrate initiative and strong leadership skills
- You demonstrate strong organization skills and attention to detail
- You have strong interpersonal and communication skills
- You are dedicated to building diversity, inclusivity and fostering reconciliation within our sector
- You enjoy being a member of a team passionate about history, community and sharing our diverse stories.

Skills & Experience:

- Exceptional record keeping, organization, and logistical planning abilities, and excellent written and verbal communication skills.
- Fluency in English is required, fluency in French is a strong asset.
- Excellent computer proficiency and strong working knowledge of Microsoft Office Suite, especially Word and Excel.
- Working knowledge of Microsoft 365 (OneDrive, Outlook, SharePoint) preferred.

Hours and Compensation:

This position will be compensated at the rate of \$22 per hour at 20 hours per week, plus 4% in lieu of vacation. Work schedule will be Monday through Fridays and a hybrid work arrangement is negotiable.

A criminal records screening with a vulnerable sector check will be required. This posting will remain open until filled. We are actively recruiting for this role and only shortlisted candidates will be contacted.

Apply today with a cover letter and resume addressed to:

Tatyana Beck, Curatorial Program Manager
Gulf of Georgia Cannery Society
12138 Fourth Avenue, Richmond, BC
V7E 3J1
tatyana.beck@gogcannery.org

Not sure if this is the right fit for you? Contact Tatyana Beck at tatyana.beck@gogcannery.org for more information. Only those candidates chosen for an interview will be contacted. No phone calls please. For more information about the site, please visit: www.gulfofgeorgiacannery.org

If you are interested in working with us, but see something in this posting that excludes you, please reach out to us. We are committed to decolonizing our practices and creating an inclusive working environment that accommodates all backgrounds and abilities. We encourage applications from members of groups that have been marginalized on any grounds enumerated under the B.C. Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization, disability, and identification as an Indigenous person.