



## **Tumbler Ridge Museum Foundation: Position Posting**

Position Name: Gallery Host

Job Status: Permanent Part-Time, 16-24 hours/week

Remuneration: \$18.25 - \$19.75/hour

Start date: Immediate

The Tumbler Ridge Museum Foundation collects, researches, archives, and displays over 500 million years of Peace Region history, from early examples of marine life, dinosaurs, and the ice age, to First Nations and Metis, early explorers, mining, and the founding of the town. Detailed information about the museum can be found at [www.trmf.ca](http://www.trmf.ca).

Tumbler Ridge is a remote community located in the foothills of northeast British Columbia. In 2014 the community received a UNESCO Global Geopark designation due to its internationally important geological, palaeontological, and heritage resources. The area is known for its extensive hiking trails and is the waterfall capital of the north. More information about the Geopark can be found at [www.tumbleridgegeopark.ca](http://www.tumbleridgegeopark.ca).

### **Job Description:**

The Gallery Host will report to the Visitor Services Coordinator, they are the first line of inquiry and communication and the face of service at the museum. The Gallery Host will greet guests, process admissions and gift shop sales, open and close the museum, deliver museum gallery tours, assist in scheduling tours and other bookings. Weekend work is a requirement for this position.

### **Responsibilities:**

- Always provide exceptional service to guests: greet the public, special guests, members, and groups in a cheerful, respectful manner.
- Provide gallery tours.
- Remain knowledgeable on museum-related activities and local attractions - answer questions.
- Process admissions and gift shop transactions.
- Maintain accurate sales records.
- Be comfortable in speaking to small and large groups of people of all ages.
- Answer telephone calls, answer questions, redirect, or take detailed messages.
- Assist in the development and distribution of marketing materials related to museum activities.
- Responsible for maintaining tidiness and cleaning activities of all public and non-public spaces.
- Implementing and monitoring all museum standards, policies, procedures and guidelines pertaining to activities.
- Assist with other museum-related duties as assigned by the Visitor Services Coordinator or Executive Director.

### **Qualifications:**

- Excellent interpersonal skills.

- Customer service and cash handling experience is considered an asset.
- First aid certification is considered an asset.
- Natural curiosity and enthusiasm to share that curiosity.
- Excellent written and oral communication skills, particularly with regards to public speaking and presentation delivery.
- Ability to interact with people from a variety of backgrounds and educational levels and explain concepts to a variety of audiences.
- Applicants must have a clean criminal record and vulnerable sector check prior to employment.

Please send your resume and cover letter to [admin@trmf.ca](mailto:admin@trmf.ca) with the title “TRMF – Gallery Host”.

All employees are expected to be active participants in keeping the museum a clean and safe environment for all visitors and fellow staff.

The Tumbler Ridge Museum recognizes that Canadian museums have a responsibility to support a society that respects diversity and fosters accessibility, respect, and inclusion. We encourage applications that support a diverse and multi-talented workforce. Only qualified applicants will be contacted.