

Summer Employment Opportunity: Visitor Services Assistant



Rate of pay: \$17.40 / hour (full time 35 hrs/week)

Application deadline: April 28, 2024

Anticipated Start Date: Monday June 3, 2024

Duration of employment: Conditional upon funding

Summary:

- To assist with all aspects of delivering a positive visitor experience at the Museum. This includes helping at the reception desk, processing admission, taking registration for and answering questions about public programs, and assisting with shop sales and inventory.

Key Responsibilities:

- Assists with general museum reception and visitor services, meets and greets the general public at the main entrance reception desk.
- Provides general information about the museum, exhibits and the community.
- Takes admission and public program fees using a Point of Sale system.
- Answers the telephone and directs calls to appropriate staff members.
- Handles and balances cash and related paper entries.
- Assists with sales and inventory in the Museum Shop, under the direction of the Shop Manager.
- Assists with the promotion, registration and implementation of public programs.
- Relays accurate information about planned programs and events.
- Assists with statistics on visitor attendance.
- May assist with summer programming.

Qualifications:

- Must be enthusiastic about working with the public, meeting new people, partnering with volunteers.
- Must possess good communication skills.
- Broad general knowledge and interest in the community of Campbell River and Northern Vancouver Island would be an asset.
- Applicant must be a youth between the ages of 16 and 30.

Professional Development:

- Will learn about all aspects of visitor/hospitality services through training and on the job experience.
- Training on basic to intermediate use of Microsoft Office, computerized point of sale system, office equipment.
- Will learn basic evaluation strategies and statistics gathering and reporting.
- Learn to work within a team staff environment, supported by enthusiastic and professional staff.

Note: This position is conditional upon funding through Canada Summer Jobs grants.

Interested candidates should send their cover letter and resume to executive.assistant@crmuseum.ca.

Application deadline is April 28, 2024

Only shortlisted candidates will be contacted