



Tumbler Ridge Museum Foundation: Position Posting

Position Name: Gallery Host

Closing Date: 3-April-2020

Term: May 11th – August 28th, 2020, dependent on funding

Job Status: Summer Student (40 hours/week)

Successful applicants will be required to reside in Tumbler Ridge

Remuneration: \$16/hour

The Tumbler Ridge Museum Foundation collects, researches, archives, and displays over 300 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.

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.tumblerridgegeopark.ca.

Job Description:

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

This is a Canada Summer Jobs position. Candidates must be:

- between 15 and 30 years of age at the start of employment,
- be a Canadian citizen, permanent resident, or a person to whom refugee protection had been conferred under the *Immigration and Refugee Protection Act* for the duration of employment, and,
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada.

Start date subject to funding approval.

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 as related to museum activities.
- Assist in maintaining tidiness and in 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 General Manager.

Qualifications:

To be considered for this position, you will be asked to provide evidence of:

- Eligibility as a candidate under the Canada Summer Jobs Guidelines.
- Demonstrated knowledge or interest in a related field of study: palaeontology, geology, museum studies.
- Excellent interpersonal skills.
- Applicants must have a clean criminal record and vulnerable sector check prior to employment.
- First aid certification would be 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.

Short term furnished rental accommodation is available within Tumbler Ridge at competitive rates.

Please send your resume and cover letter to manager@trmf.ca with the title “TRMF – Gallery Host”.

We appreciate all applications; however, only short-listed candidates will be contacted.