



SALMON ARM MUSEUM & HERITAGE ASSOCIATION AT

R.J. Haney Heritage Village & Museum

751 Hwy. 97B NE



P.O. Box 1642



Salmon Arm, BC V1E 4P7

Employment Opportunity 2017 Season

Job Title: Heritage Program Assistant

Employment Type: Youth April 10 – November 7, 2017 – 37.5 hours per week

Reports To: The General Manager

R.J. Haney Heritage Village and Museum, in beautiful Salmon Arm, BC is looking to hire a youth who meets the criteria for the Get Youth Working! Program This is a unique opportunity to work closely with the General Manager supporting the day to day operations and events of the Heritage Village and Museum.

We can promise you a memorable and rewarding working experience as a Heritage Program Assistant. The Village, Museum and Marjorie's Tea Room offers a unique cultural heritage experience for the traveling and local public from mid May to the end of September. The Village also hosts special events, functions and Villains and Vittles Dinner Theatre three nights per week during July and August.

The successful candidate will gain knowledge of all areas of the Museum and Heritage Village administration, as well as business management, public administration and the educational programs and events of a nonprofit organization and should have an interest in history and historical events and be willing to learn about our local history. This candidate will also assist with the opening and closing of the exhibits, buildings, Village, Museum and Tea Room with the Visitor Services Department.

You must be unemployed and between the ages of 15 and 29, a resident of BC and Legally entitled to work in Canada. Not currently receiving or eligible for EI and have not received EI in the past 36 months. Not a full-time student, enrolled in high school/post-secondary or returning to school. You must be willing to commit to the full duration of the work dates. The position is full time (37.5 hours/week), starting April 10 – November 7, 2017.

Candidates should have strong communication skills and computer skills using Microsoft's Office as well as Publisher would be an asset. Some knowledge of the theatre would be an asset but not necessary. Be energetic, out-going and punctual and work autonomously within a team environment. The position entails reception and retail duties, handling cash, Village and Museum tours. This candidate must be available to work some evenings and weekends.

Resumes with references should be either mailed to the Salmon Arm Museum and Heritage Association at PO Box 1642, Salmon Arm, BC V1E 4P7 or faxed to 250-832-5291 or emailed to info@salmonarmmuseum.org Note that we are an equal opportunity employer. The position is dependent on approved funding from Get Youth Working. We thank all applicants for their interest, however only those being considered will be contacted.

Keeping alive the history of Salmon Arm

♦ Ph: (250) 832-5243 ♦ info@salmonarmmuseum.org ♦ [facebook.com/Haneyheritage](https://www.facebook.com/Haneyheritage) ♦ www.salmonarmmuseum.org