



R.J. Haney  
Heritage Village & Museum



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## Visitor Services Assistant – Are you seeking a unique work experience?

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R.J. Haney Heritage Village & Museum is a premier tourist destination in Salmon Arm, BC. Set on forty-acres of pioneer farmland with over 30 exhibits for guests to explore. It offers visitors an opportunity to experience history hands-on with activities, tours and programs like Villains and Vittles Dinner Theatre, the annual car show, High Tea and our Halloween Event, Spooktacular. Visitors discover the local history in a whole new way. The site features a 150-seat restaurant offering daily menu service and caters to weddings and events at the Village. The Children's Museum and Discovery Centre is a one-of-a-kind opportunity for families to engage in playful learning.

If you want an opportunity to build your skills and be a part of a team environment, we are looking for you!

The Visitor Services Assistant (VSA – cashier, customer service) is a key employee, supporting the Museum and Heritage Village's day-to-day operations and assisting with the events, special educational programs, and scheduled functions during the busy tourist season. The VSA welcomes and orientates visitors to the Museum and the Heritage Village and assists in managing the gallery, front desk and gifts shop.

Tasks include promoting programs and special events. Take a hands-on approach to develop in-house guides and activities like scavenger hunts, word-finds, colouring pages, etc. You will participate in special events and programs offered to our visitors. Gift store sales, handle cash and operate the POS system. Book reservations for Dinner Theatre, events and tours provide information about the Village and Museum.

This position also assists in the Children's Museum and Discovery Centre and at the Gate with ticket sales.

We offer a competitive wage and a healthy work environment. We seek a reliable candidate who likes to work and be a part of a team effort in a fast-paced, fun, and professional environment. Employees can participate in the mentoring program, a valuable skill-building tool for those seeking career path advice and opportunities.

VSA 2023 July and August

This position is full-time, seasonal employment starting July 2022 for 8 weeks, 35 hours per week.

Who Should Apply? If you seek employable skills, looking to get into or back into the workforce, if you need a career change or want to work in an environment that will encourage you to learn and grow. R.J. Haney Heritage Village & Museum is a place for you.

How to apply: Email your cover letter, resume and references to [info@salmonarmmuseum.org](mailto:info@salmonarmmuseum.org)

We are an equal-opportunity employer—some positions are funded through Canada Summer Jobs and Young Canada Works. Candidates must meet the eligibility of these programs. You must be available to work evenings, weekdays, weekends, and holidays and be prepared to commit to the work dates full duration and treat this as your primary job. The candidate must be prepared to provide a Criminal Record Check and references.

You must be willing to follow laws, regulations, policies and procedures:

- The Workers Compensation Board regulations
- R.J. Haney Heritage Village and Museum Health and Safety Policy
- R.J. Haney Heritage Village and Museum policies, procedures and Code of Conduct
- Adherence to the Job Performance Expectations of the position
- Adherence to R.J. Haney Heritage Village and Museum Hiring Manual
- Performance of all operational duties based upon industry standards and guided by the Occupation Health and Safety regulations

We thank all applicants for their interest. However, only those being considered will be contacted.