



REVELSTOKE RAILWAY MUSEUM

REVELSTOKE HERITAGE RAILWAY SOCIETY

JOB POSTING

Museum Administrator Summer Student

Location:	Revelstoke, BC
Term:	May 1 to September 4, 2024 (16 weeks, subject to funding approval)
Working Hours:	Full-Time (40 hours per week)
Hourly wage:	\$18.00/hour

The Revelstoke Railway Museum is one of Revelstoke's cornerstone cultural institutions with visitation of over 30,000 annually. Opened in 1993, it is known as one of Canada's best small railway museums, playing a valuable role in collecting, preserving and interpreting Canada's mountain railway stories. Its collection exceeds 6,500 three-dimensional artifacts, 7,500 archival objects, 13,000 photographs, and 17 locomotives and cars. The Museum's website is railwaymuseum.com.

Position Summary:

The Revelstoke Railway Museum is hiring two Museum Administrator Summer Students to assist with the museum's visitor services, museum store, museum operations and administration, and special events during our busy summer season.

This is a Canada Summer Jobs position and candidates must be eligible for the Canada Summer Jobs program. This position is subject to funding approval by Canada Summer Jobs.

Key Responsibilities:

This position will support the entire Revelstoke Railway Museum team in the delivery of high-quality customer service and programming, in addition to the long-term preservation of our cultural heritage.

The Museum Administrators will be integral to the Museum's operations during the busy summer season, including visitor services and retail operations, administration, tours, and completing several significant projects regarding the Museum's library, photo collection, member communications, and special events organizing. Key elements are as follows:

- Working closely with the Manager of Visitor Services and Retail, the students will greet and orient visitors, process admissions, process retail sales and ensure the museum store remains orderly and well-stocked. Once trained, they will also give tours to small groups. During their daily walk-throughs of the Museum, they will answer visitor questions, troubleshoot interactive exhibits, and flag and report maintenance issues for attention by our maintenance volunteers.
- Working with the Executive Director, the students will work on cataloguing and organizing the Museum's extensive research library, identifying and recommending duplicate and out-of-field volumes for disposal. They will also transcribe and document the Executive Director's standard tour for visitors and then learn and lead these tours.
- Working with the President, the students will catalogue, organize, and document the background stories on 30 years of digital photographs of the Museum, its development, exhibits and events. This is an important record of our institution's history and development.
- Students will also help all members of the leadership team handle enquiries and provide other support and assistance.

Qualifications:

- The ideal candidate is a post-secondary student returning to their studies in September, with an interest in museums, history, education, tourism, marketing or communications.
- Strong computer skills, ideally with proficiency in Microsoft Office. Experience in operating the Shopify point-of-sale system is an asset.
- Excellent customer service skills; previous retail experience is an asset.
- Strong written and verbal communications skills
- Demonstrated initiative, strong organizational skills and attention to detail
- Ability to work independently and in a team environment
- Ability to work weekends and statutory holidays
- Positive attitude, maturity and flexibility.

Please note: all candidates *must* prove eligibility under the Canada Summer Jobs program criteria prior to the interview process. Applicants must:

- be between 15 and 30 years of age at the start of the employment;
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment; and,
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations. Please note that international students are not eligible participants.

Applications:

Applicants should email a resume and cover letter to the Executive Director at director.railway@telus.net with the subject line “Canada Summer Jobs Museum Assistant Application” by April 20, 2024.