



Reporting to the Visitor Services Coordinator the primary responsibility of the Museum Host is to provide excellent customer service to all visitors to the museum Gift Shop and Gallery, and to support online presence through social media content creation. Working as part of a passionate and talented team you will receive support, training and opportunities to expand your museum and guest service skills. This is a seasonal position and applicants must be available to work a flexible schedule from Sept. 15th – Dec. 31st (museum is closed Dec. 24th – 27th) including weekends and evenings as required. (see COVID note below.)

Job Description:

- Host visitors and interpret historical exhibits in the museum gallery.
- Support housekeeping with regular checks and cleaning.
- Participate in development of interpretive programming.
- Participate in events and programming.
- Deliver tours and school programming.
- Provide visitor service and complete sales transactions at the front desk.
- Provide support to online presence through developing social media content when needed.
- Act as onsite host for after hours rental clients.
- Other duties as required.

Job Requirements:

- Strong interpersonal skills as a team member and with the public.
- Be adaptable and flexible to job requirements, self-motivated and responsible.
- Ability and comfort delivering tours and programming to all ages.
- Experience with social media and MS Office.
- Retail experience an asset.
- Before working with children a Vulnerable Sector check will be required.
- Current First Aid an asset.
- An understanding of Nanaimo's Indigenous and settler history.

COVID-19:

Due to the ongoing COVID-19 public health emergency, the museum has adapted its operations to ensure we are meeting all WorksafeBC requirements. All employees will receive special COVID-19 training and orientation and are required to follow all the requirements and policies in place to support a healthy and safe work environment. Some adjustments include:

- A strict cleaning schedule that all staff must follow.
- Policies around staying home when sick.
- Employees must wear masks when customer facing.
- Social distancing at work.
- Safety protocols and workflow adjustments as required.
- At time of posting all private rentals, events and in-house school programming are on hold.

Salary: \$14.60/hr

To apply please send a resume and cover letter to manager@nanaimomuseum.ca before Sept. 2, 2020.