



NANAIMO MUSEUM

Museum Host Position

Reporting to the Visitor Services Coordinator the primary responsibilities of the Museum Host are to provide excellent customer service to all guests to the museum and gift shop, and to deliver programming to guests of all ages. Working as part of a passionate and talented team you will receive support, training and opportunities to expand your museum and guest service skills.

Job Description:

- Host guests and interpret historical exhibits in the museum gallery.
- Participate in the development of interpretive programming.
- Act as onsite host for after-hours rental clients.
- Participate in events and programming.
- Deliver tours and school programming.
- Provide guest service and complete sales transactions at the front desk.
- Provide support to online presence through developing social media content (with guidance)
- Support housekeeping with regular checks and cleaning.
- 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 both onsite and walking tours, and programming to all ages.
- Experience with social media and MS Office an asset.
- Retail experience an asset.
- Some flexibility required for weekends, some stat holidays (in the summer), and occasional evenings.
- Before working with children a Criminal Records check will be required.
- Current First Aid an asset.
- Willingness to take Serving It Right training.
- An understanding of Nanaimo's Indigenous and settler history.

Communicable Disease Prevention:

Since July 1st, 2021 the museum has adapted its COVID safety plan to a Communicable Disease Prevention plan. Employees receive training and are required to follow all the policies to support a healthy and safe work environment. Some adjustments include:

- A cleaning schedule that all staff must follow.
- Policies around staying home when sick.
- Employees must wear masks when customer-facing at the time of posting.

- Safety protocols and workflow adjustments as required.

Salary: \$15.20/hr. Hours: Regular Part Time; 16 hours/week increasing to 25 hours/week depending on your availability at peak operational times.

To apply please send a resume and cover letter to posting@nanaimomuseum.ca

Posting closes July 25th, 2021 at 4 pm. Only those shortlisted for the position will be contacted.

Projected start date: Aug. 17th, 2021

The Nanaimo Museum is located in the Vancouver Island Conference Centre in downtown Nanaimo on the territory of the Snuneymuxw First Nation.