



Communications Coordinator

Job Type: 6-9 month contract, 40 hours/week

Location: On-site, Rosland, BC

Salary: \$18.50 - 20/hour, DOE

Earliest Start Date: July 2, 2024

End Date: March 31, 2024

Closing Date: May 15th or Until Filled

This position is funding dependent and may require candidates to meet [Young Canada Works eligibility](#)

The Rosland Museum & Discovery Centre's mission is to preserve and dynamically present the history and culture of Rosland and surrounding areas. We do this with comprehensive indoor and outdoor displays of the industrial and social history of Rosland with a particular emphasis on the mining and skiing histories of the area. We are located directly on the "Mining in the Kootenays" historic site – on top of the historic Black Bear Mine – with 5 acres of property and 6 exhibition buildings among many other display shelters. Additionally, we have an extensive community archive, a provincial visitor information centre, numerous educational programs in-house and through outreach activities, downtown heritage walking tours, and various special events throughout the year.

Job Description:

The Communications Coordinator will work closely with the Operations & Marketing Manager to complete an updated marketing and communication plan that supports the organization's ongoing programs, digitization/public accessibility projects, a new digital museum exhibit, and more. This project comes at a time when we are preparing for a bit of a rebrand in our permanent exhibitions and communications, and there will be additional support/mentorship with a graphic design consultant and exhibit design team. This project includes supporting the evaluation and growth of the volunteer and membership programs. This role will also support the recent review of operational systems to manage workflows and allow for smoother communications internally and externally, including with volunteer and membership programs. They will also help with the operation of the gift shop and visitor centre, including developing external/off-site merchandise and expanding local artisan sales. They will assist the Operations & Marketing Manager with all aspects of the museum's communications, including social media, poster designs, website content, e-newsletters, and the development of marketing collateral.

All staff assist with the opening, operating, maintenance, and closing procedures associated with daily operations.

The following are **essential** qualifications for the job:

- College/university graduate in Communications/Marketing, Business Administration, Graphic Design, Heritage/History, Arts or related fields
- Excellent English verbal and written communication skills
- Excellent interpersonal and public speaking skills, including customer service experience and problem-solving skills
- Excellent organizational skills, planning experience, and a passion for education and history
- Excellent computer skills (incl. word processing, spreadsheets, Squarespace, file management, social media, etc.)

The following are **desired assets** for the job:

- Creativity, enthusiasm, and a love of learning
- Experience in or with the tourism and/or cultural sector
- Knowledge of Rosland or West Kootenay history

1100 Hwy 3B (PO Box 26), Rosland, BC V0G 1Y0 | www.roslandmuseum.ca

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Communications Coordinator - V-1

- Minor labour and equipment/tool maintenance experience
- Current first aid/CPR certificate

This role is not able to be fulfilled remotely. We encourage participation from the Government of Canada's job equity groups, including women, First Nations, Métis, and Inuit persons, members of visible minority groups, persons with disabilities, and persons of any sexual orientation or gender identity and expression to apply. Research shows that women and people from underrepresented groups often apply to jobs only if they meet 100% of the qualifications. We recognize that it is highly unlikely that someone meets 100% of the qualifications for a role. If much of the job qualifications describe you, then please apply.

For more information about this position, please get in touch with Joelle Hodgins (she/her), Museum Director of the Rossland Museum & Discovery Centre at hire@rosslandmuseum.ca or call (250) 362-7722.

Please submit your resume and cover letter clearly demonstrating how you meet the qualifications and quoting the position(s) you are applying for by email (preferred) to hire@rosslandmuseum.ca or drop off at 1100 Hwy 3B (junction of Hwy 3B and Hwy 22). Please be prepared to provide a minimum of two professional references.