



Historic Site 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, 2025

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 Historic Site Coordinator will work directly with the Community Engagement Manager for the development, liaising, and administering of historic site redevelopment, as well as the creation and delivery of community programming. This role supports program delivery of special events and audience engagement efforts and includes supervisory duties for seasonal student positions and volunteers supporting the Community Engagement department, with assistance/mentorship from the Community Engagement Manager. As time permits the coordinator will also attend to the general operations of the site, including daily operations, site maintenance, interpretive programs, historical tours, and visitor services. This project is an ideal opportunity for a recent graduate as it will focus on the asset management of a culturally/historically significant site including the development of novel programming and asset use strategies, which are invaluable work skills in cultural and historic spaces. As this role also has a focus on public relations, important community engagement skills will also be developed. We are also working on expanding our use of Traditional Ecological Knowledge in partnership with Indigenous knowledgekeepers and elders from the Autonomous Sinixt.

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

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

- Recent graduate in General Sciences, Museum Studies, History, Geology, or related fields.
- An interest in Rosland's history and everything the area has to offer locals and visitors alike
- Excellent organizational skills, planning experience, and a passion for education and history
- Excellent English verbal and written communication skills
- Experience in conflict resolution and problem-solving

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

- Experience working/volunteering with families and children of all ages
- Customer service experience; experience with cash registers, POS machines, computers, etc.
- Experience in group management and leadership
- Experience in developing asset use strategies
- Land-use planning or environmental impact research experience

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

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Historic Site Coordinator - V-1

- Experience/knowledge of the Standards and Guidelines on the Conservation of Historic Places
- Excellent computer skills (incl. word processing, spreadsheets, Squarespace, file management, etc.)
- Experience working in the tourism and/or cultural sector
- Current First Aid certificate and RCMP Security Clearance (can be obtained on the job)

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.