



Employment Opportunity  
McLean Mill Society  
**Hospitality Assistant**

The McLean Mill Society, a recently formed organization contracted by the City of Port Alberni to manage the operations and events at the McLean Mill National Historic Site, is looking for a **Hospitality Assistant**. This position will report to the Executive Director of the society.

Located in Port Alberni, McLean Mill is a destination heritage site with significant opportunities for growth. For more information, visit [www.alberniheritage.com](http://www.alberniheritage.com)

**Responsibilities:**

- Carry out the front of house guest experience & event coordination duties at McLean Mill National Historic Site.
- Responsible for the high quality guest experience training and day to day supervision of guest experience staff.
- Responsible for management of the day to day operations on location at the mill site.
- Coordinate the theatrical opportunities and characters of the hospitality and guest experience staff.
- Oversee the scheduling, execution, supervision and follow through of all site rentals.
- Oversee the inventory and ordering of supplies and products as needed. Set up and maintain relationships with product sales representatives.
- Set up and maintain all operational systems, including statistics.

**Qualifications & Experience:**

- Related post secondary education
- Demonstrated leadership experience
- Office procedures and administration
- Hospitality and Quality Guest experience
- Sales and Marketing experience
- Good organizational and time management skills

This is a seasonal position, beginning immediately and continuing until October 15<sup>th</sup>. During this period the position will operate on a full-time basis, and the work schedule will vary according to needs.

Interested and qualified candidates may apply by forwarding a resume and cover letter to the McLean Mill Society by 4:00pm July 28, 2017:

Attention Deanna Beaudoin  
By mail: 5633 Smith Rd., Port Alberni, B.C., V9Y 8M1  
By email to: [deanna@albernisteamtrain.ca](mailto:deanna@albernisteamtrain.ca)

*We wish to thank all applicants for their interest and advise that only those selected to be interviewed will be contacted.*