



MUSEUM ASSISTANT (casual)

The City of Port Alberni is currently seeking a casual Museum Assistant to join the Alberni Valley Museum team. The successful applicant will assist with the presentation of the history, heritage and culture of the Alberni Valley through a variety of work including:

- Monitoring the gallery, greeting visitors and responding to inquiries about museum exhibits, collections, programs and activities
- Addressing visitor inquiries and relaying feedback to the appropriate staff.
- Operating the point-of-sale system and handling visitor transactions and registration
- Assisting with the development, preparation and delivery of a variety of museum programs and events
- Supporting tours, workshops, and events, including setup, takedown, and technical assistance

Candidates are required to have the following qualifications:

- Completion of Grade 12 (or equivalent)
- Additional education in a related field of study (theatre, history, education, museum studies or other social science and arts programs) would be considered an asset
- Previous related experience, preferably in a museum or gallery
- Previous experience in customer service and working with children and youth
- Valid BC Class 5 Driver's License
- Current Standard First Aid and CPR-C/AED certifications

The rate of pay for this position is \$21.39 per hour plus 15% in lieu of benefits. Successful candidates will be required to complete a Police Information Check. Hours of work will be as required for relief purposes.

To Apply: Please forward a resume and cover letter, including copies of your qualifications, by May 2, 2025 at 4:30pm:

Attention: Human Resources

By mail: City of Port Alberni, 4850 Argyle Street, Port Alberni, BC V9Y 1V8

By email: humanresources_resumes@portalberni.ca

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

