

Job Posting – Heritage Interpreter: Archives Assistant

Hourly Pay Rate: \$14.60, 40 hours per week

Anticipated term: Seasonal Position, April 27th – August 31st, 2020

*This posting is subject to Young Canada Works Funding

Tasks and Responsibilities

Tours:

- Researching the necessary information (through provided training materials and access to Ranch archives) and providing tours of the O'Keefe Mansion, the other site buildings, the gardens, the farm animals and implements. Students will be required to be knowledgeable of the general setting within the culture and material history of the interpretive era and with all aspects of the ranch and the artifacts directly involved within their scope of the tour
- Greeting and admitting visitors, both individually and in large groups (bus tours, school groups etc.)
- Cleaning and caring for the artifacts on display according to accepted museum practices of Integrated Pest Management and Collections Care
- The student may help in the Ranch's General Store from time to time, selling novelties and conversing with visitors.

Archives:

- Cataloguing and arranging a collection of historical cowboy movie posters; organizing donated support research material
- Researching the history of Western film
- Making the collection accessible to users

Orientation and Training:

The student will receive instruction and training in a wide variety of skills including but not limited to:

- public speaking and presentation, visitor engagement
 - basic museum practices and principles;
 - extensive information will be presented on the history of the BC Interior from fur trade to the present day
 - the opportunity to assist with social media channels and special events
 - market research as it relates to facility rentals and historic sites
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Supervision:

Day-to-day supervision will be provided by the Curator and Head Interpreter

Qualifications:

- Students should have completed at least their first year of College or University training, preferably in the fields of History, Tourism, Marketing, Museum Studies, or Theatre
- Should be proficient with Windows operating system
- Students must be able to assist with cleaning of the historic buildings and artifacts and must be able to be on their feet for a good portion of the day. Some of the buildings have two floors and students must be able to walk from one end of the site to the other multiple times daily
- Experience in dealing with the public and/or presenting to the public would be an asset
- Proficiency in a second language would be an asset

Applicants must be full-time students planning to return to full-time studies in the fall of 2020. All applicants must be between the ages of 15 and 30 and legally entitled to work in Canada. **Applicants must be available for the full duration of the work term.** Must also have valid driver's license and access to a car, as there is no public transit to the ranch.

O'Keefe Ranch is an equal-opportunity employer

Submit cover letter and resume to curator@okeeferanch.ca by April 6, 2020.

We would like to thank all applicants who apply; however, only those shortlisted will be contacted. Please, no phone calls.