

## Job Posting – Heritage Interpreter: Digitization Assistant

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

Anticipated term: Seasonal Position, April 27<sup>th</sup> – August 31<sup>st</sup>, 2020

\*This posting is subject to funding

### Tasks and Responsibilities:

Under the supervision of the Curator, the student is responsible for the following aspects of site operation:

- providing tours of the O'Keefe Mansion on a daily basis, and other areas of the site;
- developing a public presentation with the information gathered in a format that is engaging and informative;
- compiling support materials for the public presentation, including historic photographs and artifacts;
- completing an historic photograph digitization project – scanning photographs and documents that originally belonged to the O'Keefe family
- assisting with regular cleaning and maintenance of the historic site;
- other related duties relating to Historic O'Keefe Ranch operations

### 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
- digitization best practises and file management
- the opportunity to assist with social media channels and special events

### 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, Photoshop and Excel would be an asset

- 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](mailto:curator@okeeferanch.ca) by April 6<sup>th</sup>, 2020  
We would like to thank all applicants who apply; however, only those shortlisted will be contacted. Please, no phone calls.