

## Job Posting – Events Assistant

Hourly Pay Rate: \$14.00, 40 hours per week

Anticipated term: Seasonal Position, July 1<sup>st</sup> - August 31<sup>st</sup>, 2019

\*This posting is subject to funding

### Tasks and Responsibilities:

Under the supervision of the Events and Volunteer Coordinator, as well as the Finance and Marketing Manager, the Events Assistant will:

- Assist in the planning, logistics, set-up and take down of summer events including Family Fun Days, Weddings, and Cowboy Dinner Show
- Assist with planning and delivery of ongoing programming
- Assist with community events such as Sunshine Festival
- Will work in cooperation with the Digitization Assistant to compile content for the Ranch's social media channels – photographs, videos, social media strategy
- Will assist in the General Store as needed
- Will assist in recruiting, coordinating, and supporting the Ranch's volunteer team, as needed

### 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

### Supervision:

Day-to-day supervision will be provided by Events and Volunteer Coordinator and Finance and Marketing Manager

### 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, Facebook, Instagram and Twitter
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- 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

This job is subject to funding through Canada Summer Jobs. 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 June 14, 2019. We would like to thank all applicants who apply; however, only those shortlisted will be contacted. Please, no phone calls.