



SALMON ARM MUSEUM & HERITAGE ASSOCIATION AT

# R.J. Haney Heritage Village & Museum

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751 Hwy. 97B NE

♦ P.O. Box 1642

♦ Salmon Arm, BC V1E 4P7

## **Employment Opportunity 2019 Season**

**Job Description: Heritage Program Assistant**

**Employment Type: Fill-Time, Seasonal 2019 April - November**

R.J. Haney Heritage Village and Museum is situated on 40 acres of farmland on the east side of Salmon Arm. The site is owned by the City of Salmon Arm and managed by the Salmon Arm Museum and Heritage Association. The mandate of the organization is to preserve the heritage of the area and develop a Village depicting life in the era of 1910 to 1930.

The facility offers a unique cultural heritage experience for the travelling and the local public from mid-May to the end of September and welcomes over 16,000 visitors each year. The Village, Museum and Marjorie's Tea Room also hosts special events, and Villains and Vittles Dinner Theatre 3 nights per week during July and August.

We are seeking a candidate as part of the Village Services and Special Events Team. We can promise you a memorable and gainful working experience as the Heritage Program Assistant. The successful candidate will work with the Visitor Services Department supporting the day to day operation of the Heritage Village and Museum and greeting visitors. The successful candidate will assist in the educational programs and special events, promotion of site interpretation and the Village's activities. They will have a key role in the opening and closing of the Village, Museum and Marjorie's Tea Room for the season.

The ideal candidate should have strong communication skills and be energetic, out-going and punctual and work well within a team environment. Knowledge of Microsoft Word and Publisher would be an asset. Candidates should have an interest in history and be willing to learn about our local history. The candidate must be available to work evenings and weekends and be prepared to provide a Criminal Record Check and references.

Resumes with references should be either mailed to the Salmon Arm Museum and Heritage Association at PO Box 1642, Salmon Arm, BC V1E 4P7 or faxed to 250-832-5291 or emailed to [info@salmonarmmuseum.org](mailto:info@salmonarmmuseum.org)

We thank all applicants for their interest, however only those being considered will be contacted.