



Rossland Historical MUSEUM

The Rossland Historical Museum is seeking an **Assistant Manager**.

The position will start in late May for an initial term until October 13th 2014.

Work hours are 4 days per week from 9am - 5pm, including some weekends.

The wage for this position is \$15/hour.

Main responsibilities include operation of the Visitor Centre and Museum main desk, booking, organizing and overseeing Museum tours and guides, organizing Museum programs and events.

Other tasks may include assisting the Museum Manager and occasionally leading guided tours.

The Assistant Manager will be part of a small team of employees responsible for ensuring a pleasant and educational experience for all Museum visitors. The successful candidate will be reliable and organized, with excellent interpersonal skills and the ability to work independently. Basic computer skills are required. Social media skills would be an asset.

A more detailed job description is available at www.RosslandMuseum.ca

Applications including a resume and cover letter should be submitted to RosslandMuseum@netidea.com by **May 9 2014**.