

Job Posting – Museum Assistant (Summer Term)

Kelowna Museums Society, 470 Queensway Ave, Kelowna, BC, V1Y 6S7

The Kelowna Museums Society is located on the unceded territory of the Syilx/Okanagan people in the heart of the Okanagan Valley. Our mission is “to provide the public with educational exhibitions and programs that foster personal participation, stimulate curiosity, and engage the senses with the cultures, histories, and possibilities of the Okanagan region.”

The Museum Assistant is a key member of the Visitor Experience Department, working closely with the Visitor Services Coordinator. The primary responsibilities of this role include welcoming and orienting museum guests, answering phone queries and visitor questions, and ensuring a positive and engaging experience. The Museum Assistant will also contribute to administrative functions, such as tracking visitor statistics and managing admission and gift shop sales. Secondary responsibilities include supporting the Curatorial Department and Education Department initiatives.

Main Duties:

- Greet and orient museum guests
- Respond to phone and visitor inquiries
- Help manage admissions, sales, and visitor statistics
- Occasionally assist other museum departments

Requirements:

- Outgoing personality
- Excellent interpersonal and communication skills
- Attention to detail
- Flexible, highly organized and self-motivated
- Ability to work independently and as a team member
- Demonstrate cultural sensitivity
- Must maintain health and safety standards
- Satisfactory criminal record check

This position is funded by the Government of Canada’s Summer Jobs program. Applicants must meet the following criteria to be eligible for the position:

- be a Canadian citizen or a permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of employment;
- be legally entitled to work in Canada (have a valid social insurance number);
- be between 16 and 30 years of age inclusively at the start of employment.

Pay scale: \$18.45/hr

Duration: Full time (35 hrs/week for 16 weeks) starting on or around May 5, 2025

KMS is committed to providing a safe, respectful, inclusive, and healthy work environment. Please apply to hr@kelownamuseums.ca by April 1, 2025. The position is subject to receiving funding.