



Visitor/Customer Services Assistant

Full-Time | 8-week contract
\$14.60/hr | 35 hours/week

The Nelson and District Museum, Archives, Art Gallery and Historical Society (Touchstones Nelson) seeks a Visitor/Customer Services Assistant to assist the Visitor Services Manager with providing customer service to Museum visitors and members during the busy summer months. The Assistant will be working in the admissions and shop area of the museum and will ensure excellent customer service to all visitors.

Job description:

The Visitor/Customer Services Assistant is responsible for the following project tasks:

- be the Society's primary visitor contact when on site
- retail gift shop sales and reports
- processing admissions and memberships
- represent the Society at community festivals and events including Canada Day
- other responsibilities as they arise

Job Requirements:

To be eligible to participate in the CSJ initiative, individuals must:

be between 15 and 30 years of age at the start of the employment; be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment; and, have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

Skills required:

customer service experience is a must and a friendly, helpful disposition is essential.
Knowledge of local history, and of Nelson and area.
Knowledge of local arts and crafts scene.
Ability to take direction and work unsupervised.

Please send your resume to shop@touchstonesnelson.ca by noon, November 20, 2020. Please put Visitor/Customer Services Assistant in the subject line. Please do not call.

Only those considered for an interview will be contacted.