

Shop Assistant

Canada Summer Jobs position

Duration: 8-week contract position

Start Date: June 2, 2021 (flexible)

\$15.20/hour

Job Description

Touchstones Nelson: Museum of Art and History, a regional museum, archives and gallery in beautiful Nelson, BC seeks a qualified Shop Assistant to join our dedicated team. The Shop Assistant, funded by the Canada Summer Jobs program, will gain valuable skills in the heritage sector and retail sector.

The Shop Assistant will assist the Touchstones Nelson Museum Visitor Services Manager with day-to-day operations of the Museum gift shop, admissions desk, and front desk administrative duties.

Job Requirements

1. Meet all Canada Summer Jobs eligibility requirements.
2. Minimum of one year of post-secondary academic education with a proven interest in history, anthropology, or equivalent.
3. Good computer skills, familiarity with digital photography an asset.
4. Ability to consistently perform delicate and detailed tasks at a high level.
5. Project management and customer service skills an asset.

Application process

Deadline to apply Friday May 14, 2021 at 4pm

Submit your cover letter, résumé and references to:

Cindy Fillion, Visitor Services Manager | shop@touchstonesnelson.ca