



### **Job Posting**

#### **Historic Site Interpreter – Nuu-chah-nulth Employment and Training Program**

**Location:** Alberni Valley Chamber of Commerce

**Salary:** \$18.25/hour for 37.5 hours per week

**Terms of Employment:** Seasonal

**Job Title:** Historic Site Interpreter (NETP Summer Youth)

The Alberni Valley Chamber of Commerce is the “voice of business” for the entire region. Registered under the Federal Board of Trade Act, the Chamber is a membership-driven organization focused on continually improving the business climate in the community. The Chamber entered into a fee-for-service agreement with the City of Port Alberni to operate the McLean Mill National Historic Site. The McLean Mill National Historic Site has a campsite gift shop, food and beverage services, tours, and small/large scale events throughout the summer season.

#### **Job summary**

The Historic Site Services and Interpreter will take on daily visitor interactions while keeping the Site ready to receive guest. Learning and sharing the history of the McLean Mill and surrounding community, as well as providing information about current activities, local businesses, and accommodation. Working front line in all aspect of both our commercial and historic activities they will also assist in the further development of our exhibits, in-person tours as well as our virtual assets to enhance the historic understanding of the Site and its important place in the story of Canada. Working not only to understand, maintain and care for the Site and the history it contains but also how it connects to the larger heritage network that spans our region and sharing it with our community and visitors.

#### **Duties and Responsibilities:**

- Learn, Share and Promote the historical value of the Site
- Provide accurate information to visitors regarding heritage, services, events, etc., options and costs, and suggest suitable products via mail, phone, email and in person
- Work as part of our Team assisting individuals or groups to ensure a positive and educational experience
- Promote and sell all on site products and services, focus on Merchandise, Giftware and Events
- Ensure visitor understanding of information provided
- Create and distribute promotion materials
- Over see and update Online Store

- Develop and implement new and interesting Marketing initiatives
- Maintain Social Media presence promoting the site, services and products
- Stock and sell retail merchandise and handle cash transactions
- As described in daily shift procedures: cash out and balance of Gift Shop float, and inventoried items for sale
- Maintain Gift Shop inventory and ensure adequate inventory is always on hand
- Gather information and develop new resources
- Review existing materials and update them as necessary
- Work with vendors
- Comply with professional dress code and grooming standards
- Follow all Standard Operating Procedures as outlined for the Visitor Centre
- Perform other administrative tasks as required

**Qualifications:**

- **Must be a full-time student, returning to full time studies in the fall/winter of 2023/24.**
- **Must be First Nations person living in the Nuu-chah-nulth Education and Training Program Service Area**
- Desire to understand and grow a retail operation
- Excellent communications skills – face to face, telephone and written
- Excellent customer service skills
- Able to work in a fast-paced environment and multi-task
- Current computer skills including internet and email, and point of sale software
- Time management skills
- Outgoing, friendly, welcoming demeanour
- Must be available to work weekends when scheduled
- A valid driver's license would be an asset or have reliable transportation

**How to Apply:**

Please apply with your resume and cover letter by email to [office@albernichamber.ca](mailto:office@albernichamber.ca)