



BC FOREST DISCOVERY CENTRE

Operated by the BC Forest Museum

Special Event and Marketing Assistant



** Please note, this position is dependant upon grant funding**

The BC Forest Discovery Centre is currently accepting applications for the position of Special Event and Marketing Assistant for our 2017 summer season. The Centre is seeking creative, professional, positive, and organized applicants to fill two possible vacancies in the position of Special Event and Marketing Assistant.

HOURS OF WORK: May 8 – August 25 | 40 hours per week | Holiday & Weekend work required

WAGE: \$11.87/hour

TASKS AND RESPONSIBILITIES:

- Assist with the implementation of logistical activities for the Centre's main celebrations and festivals in the summer season of 2017 – including, but not limited to: Father's Day Tractor Show, Antique Truck Show, Canada Day, and Kid's Day.
- Provide visitor services to the community and tourists at Admissions and Concession.
- Assist staff by planning, organizing, promoting, implementing and leading cultural programs and services for the community and tourists.
- Provide site interpretation and visitor orientation while conducting on the train.
- Plan, schedule, deliver, promote, and evaluate educational programs, including special events, workshops, presentations of curatorial displays and heritage tours.
- Help visitors understand and appreciate the cultural and natural history of the province of British Columbia.
- Assist with the planning, development, and implementation of the BC Forest Discovery Centre's celebration of Canada's 150th Anniversary.

POSITION REQUIREMENTS:

2892 Drinkwater Road, Duncan, BC V9L 6C2

Phone: 1 250 715 1113 ♦ Fax: 1 250 715 1170 ♦ e-mail: info.bcfdc@shawlink.ca

www.bcfrestdiscoverycentre.com

As these positions are made possible through grant funding, applicants must meet the following criteria:

- Be a Canadian citizen, permanent resident or have been granted refugee status.
- Legally entitled to work in Canada.
- Be between the ages of 16 and 30 years of age at the start of your employment.
- Be a fulltime post-secondary student who intends to return to school in the Fall.
- Be able to commit to the full duration of the work assignment.
- Must not have another full time job (over 30 hours a week) while working for the BC Forest Discovery Centre.

APPLICATION REQUIREMENTS:

- Indicate for which position you are applying
- Confirm that you have a flexible schedule with availability for weekend and evening work
- Confirm your ability to undergo a criminal record check
- Also, the BC Forest Discovery Centre will hold two major special events in the 2017 Fall/Winter season – the Halloween Train and the Christmas Express. Please confirm your availability to work during these events in your application.

**Please send Cover Letter and Resume to:
Carol Miller – BC Forest Discovery Centre**

E-mail: info.bcfdc@shawlink.ca or Fax: 250-715-1170

Deadline for submissions is Friday, April 21st, 2017 at 4:30pm.

No phone inquiries, please. Only short-listed applicants will be notified.