



# Western Vancouver Island Industrial Heritage Society



## **Position: Museum Coordinator-Display & Project Organizer**

- Location: Industrial Heritage Centre (Port Alberni)
- Job Type: Summer - Start Date: 2025/07/01, 8 weeks, 35 Hours/Week, Wage: \$ 17.85/Hour

## **Responsibilities:**

- Assist in designing and setting up interactive and visually appealing displays featuring heritage equipment.
- Organize educational projects and activities for visitors, including hands-on exhibits.
- Work closely with volunteers to ensure exhibits are informative and engaging.
- Maintain display areas, ensuring they are clean, safe, and well-presented.
- Provide friendly assistance to visitors, answering questions about exhibits.

## **Qualifications:**

- Enthusiasm for history, trucks, and heritage.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint).
- Creativity and an eye for visual presentation.
- Strong organizational skills and attention to detail.
- Ability to work independently and as part of a team.
- Driver's license would be an asset.

## **Perks:**

- Gain hands-on experience in museum operations.
- Work in a fun and educational environment.
- Be part of a team that preserves history and shares it with the public.
- Interested? Apply today and help us create memorable experiences for museum visitors!

## **To be eligible, youth must:**

- be between 15 and 30 years of age at the beginning of the employment period
- 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.

Submit your resume and a brief cover letter explaining your interest in the position and any relevant experience to: [ihsporalberni@gmail.com](mailto:ihsporalberni@gmail.com)