



Sooke Region Museum

Operated by the Sooke Region Historical Society

Mailing Address: Box 774, Sooke, BC V9Z 1H7

Street Address: 2070 Phillips Rd. Sooke, BC V9Z 0Y3

250-642-6351 info@sookeregionmuseum.ca

Historical Exhibits Archives Gift Shop Visitor Centre Lighthouse Moss Cottage

Job Posting: Events Assistant

Full time, summer, 1 positions (weekend and evening work required)

Hourly wage: \$18.50

Deadline to apply: 13 April 2025, midnight

Start date: 13 May 2025 (to late August, date to be determined)

Job Description

The Sooke Region Museum & Visitor Centre is seeking summer season staff as an Events Assistant. This position will support the Programs Manager in offering events and programs for community members and visitors. Events at the Sooke Region Museum & Visitor Centre aim to provide opportunities for people to share local cultural and natural heritage while connecting people to this place and each other, building a sense of pride among community members and providing a sense of place for tourists.

Responsibilities

Assist in the planning, promotion, and delivery of the following spring/summer events:

Sooke Night Market - from June to September we host a weekly night market featuring over 35 local farmers, artisans, and artists. In addition to the vendors, each Night Market also features local musicians performing in 2 different areas of the market. The Events Assistant will support these weekly events assisting in liaising with vendors and musicians, marketing, set-up and take-down of the market.

Open House - in late June, the Museum opens the doors and secret storage to welcome community members and visitors to visit the museum and participate in activities inspired by local heritage. Activities include tours of historic Moss Cottage (understood to be the oldest building in Sooke), the Triangle Island Lighthouse, and the collections area (normally closed to public). One of the biggest attractions to this event is the salmon barbecue with salmon grilled over an alder fire. This position will assist the Programs Manager in organizing and facilitating this event.

Additional tasks

Tours - all summer positions will be trained to conduct tours of Moss Cottage, Triangle Island Lighthouse and the Museum. This position will be provided with information and guidance to conduct these tours, which may include first-person, costumed interpretation.

Gift Shop - all summer positions will be trained in point of sale to support Gift Shop operations.

The Sooke Region Museum operates in the territories of the T'Sou-ke, Scia'new, and Pacheedaht peoples, who have inhabited this land since time immemorial.

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Preparation for Autumn – if time allows, this position will also assist in preparing for fall programs and events such as School Tours and Sooke Spook, a new Hallowe'en event launched in 2024.

Solving problems and developing resourcefulness is a big part of the job, as all event coordination includes responding to requests and challenges as they arise.

Qualifications

- Experience facilitating programs and events
- Excellent communications skills, oral and written, in-person and telephone
- Attention to detail
- Ability to prioritize tasks to meet deadlines
- Comfortable speaking with people of all ages, public speaking
- Ability to work independently and as part of a team

Assets

- Experience planning and facilitating community-based events
- Interest in human and natural history
- Handling cash and point of sale transactions (gift shop)
- Knowledge of Sooke region history (from East Sooke to Port Renfrew)
- Knowledge of the role of museums and non-profit organizations

These positions are subject to funding from Canada Summer Jobs. To be eligible, youth 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.

About the Museum & Visitor Centre and location

The Sooke Region Museum & Visitor Centre are operated by the Sooke Region Historical Society. The region includes East Sooke to Port Renfrew, known for its rich cultural, natural heritage, and outdoor experiences. The museum & visitor centre is open 7 days a week during the summer.

The Sooke Region Museum & Visitor Centre are committed to equity, diversity, inclusion, access, and reconciliation and an open and transparent hiring process. We encourage and welcome all applicants. Please contact us if you need alternative formats for the application process.

How to apply

Submit your resume and cover letter by midnight on 13 April.

email: director@sookeregionmuseum.ca

mail: Box 774 Sooke, BC V9Z 1H7

hand-deliver: 2070 Phillips Road, Sooke

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