



# 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**

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## Job Posting: Programs Assistant

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

Hourly wage: \$18.50

Deadline to apply: 4 May 2025, midnight

Start date: 2 June – 1 August 2025

### Job Description

The Sooke Region Museum & Visitor Centre is seeking summer season staff as a Programs Assistant. This position will support the Programs Manager in offering programs for community members and visitors. Our programs are inspired by the principle that we learn from the past to inform present actions to build a better future.

### Responsibilities

Assist in the planning, promotion, and delivery of the following programs:

**Summer Camps** – As a new offering, we plan to offer 3 weeks of morning camps to a maximum of 10 children (aged 6-11), with opportunities for children to experience local heritage in a fun setting. Activities will include the development of traditional skills, inspired by this place. Camp themes could include forests (industrial and natural heritage), ocean (marine life, ocean-based local industry), lighthouses (with the Triangle Lighthouse at the museum, we have a unique opportunity to explore the history of lighthouses, navigation and marine travel), as some examples. The Programs Assistant will assist in the development of activities and support administration, communication, supplies, and helping to ensure the safety and well-being of camp participants.

**Tours/Interpretation** – Throughout the summer we see locals and visitors from around the world. This position will provide visits of the museum as well as interpretation of the various exhibits, including Moss Cottage and the Triangle Island Lighthouse.

**Fall Programs** – Supporting the Programs Manager, this position will assist in planning and organizing Fall Programs, such as school tours, workshops and speakers.

*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.*

#### Additional tasks

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

#### 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

- 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](mailto:director@sookeregionmuseum.ca)

mail: Box 774 Sooke, BC V9Z 1H7

hand-deliver: 2070 Phillips Road, Sooke

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