



# 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: Visitor Information Counsellor

Full time, summer, 2 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 Visitor Information Counsellors. In addition to the main duties, like all team members, Visitor Information Counsellors will assist with daily museum operations, support programs, and may support marketing & communications.

This position reports to the Visitor Centre Manager, also working with other museum staff throughout the season. Visitor Information Counsellor training will be provided as required learning for this position.

### Responsibilities

Visitor Information

Provide information to visitors on attractions, events, businesses, and activities in the region. Help with the collection of statistical information on tourists in the region.

Promote environmental responsibility by visitors.

Contribute to our database of heritage and community information.

Programs

Assist with our summer Night Market, a farmer\food\artisan market held Thursday evenings June to September. Market duties include: assisting with setup/takedown and providing information to visitors.

Assist with youth and adult programs throughout the season.

Museum

Support general operation of the museum, including the Gift Shop.

Guide people through exhibits, providing interpretive tours of on-site heritage buildings and exhibits, including first-person, costumed, historical interpretation.

*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.*

## *Job Posting: Visitor Information Counsellor (page 2)*

### **Qualifications**

- Good knowledge of the Sooke region (from East Sooke to Port Renfrew)
- Experience facilitating programs and events
- Comfortable speaking with people of all ages, public speaking
- Ability to work independently and as part of a team
- Mandatory Policy Information Check with vulnerable sector

### **Assets**

- Experience in a museum or heritage site
- Interest in human and natural history
- Additional languages
- Handling cash and point of sale transactions (gift shop)
- Knowledge of the role of museums and non-profit organizations
- Understanding of social media platforms and marketing

**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 only a 40-minute drive from Victoria. We are on the main bus route to Victoria. The museum & visitor centre are 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

***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.***