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# COWICHAN BAY MARITIME CENTRE

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## SUMMER STUDENT EMPLOYMENT OPPORTUNITY STUDENT COMMUNICATION & EVENT COORDINATOR

The Cowichan Bay Maritime Centre is operated by the Cowichan Wooden Boat Society and has as its mandate to preserve and present the heritage of BC's maritime past and the culture of wooden boats. We are a living museum, open to the public 7 days per week in the busy summer months, with historical exhibits and displays, a workshop facility for building and restoring wooden boats, a fleet of row boats, a marine library of over 2,000 books, and an active marine ways. Boatbuilding workshops are regularly offered along with courses on other maritime related topics.

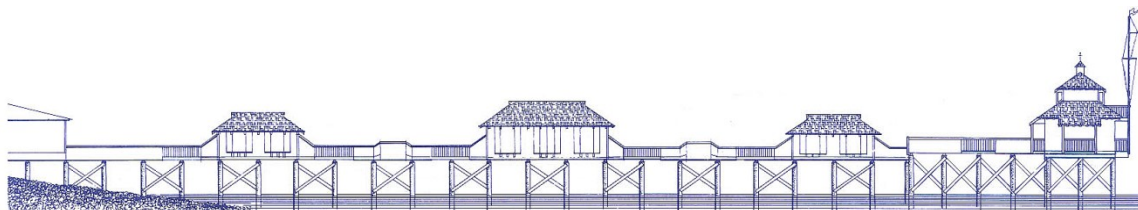
The Cowichan Wooden Boat Society is looking to hire an energetic and enthusiastic summer student to assist with the operations of the Cowichan Bay Maritime Centre over the 2017 summer season.

### **Duties/ Responsibilities:**

- Offer interpretive tours to tourists and pre-arranged tour groups
- Offer outdoor interpretive activities and general visitor services
- Assist with event management of our annual Wooden Boat Festival, Family Days and Fast & Furious Boatbuilding Challenge
- Coordinate and execute summer programs and activities for children and youth
- Some fundraising activities, including but not limited to raffle ticket sales, auction item recruitment, etc.
- Attend and act as centre ambassador at boat festivals in neighbouring communities
- Design posters, ads and other promotional material
- Update exhibit signage and assist with reorganizing several displays
- Advertise and assist with the execution of a public rowing program
- Assist with developing a membership recruitment plan
- Write articles for local publications
- Assist with a social media marketing plan and execution
- Provide general office assistance by answering phone calls, filing, email correspondence, selling merchandise, etc.
- Provide general guest & hospitality services

### **Qualifications:**

- Excellent verbal and written communication skills
- Possess good interpersonal and organizational skills.
- Be a conscientious self-starter
- Enjoy working with the public
- Previous customer service experience preferred
- Knowledge of the maritime heritage of the Cowichan Valley
- Proficient in MS Office and web navigation
- Fluency in a second language an asset



- Standard First Aid and CPR C certification an asset
- Valid Drivers License and access to a vehicle is required
- Studies in Tourism, Business Management, Marketing, Communication, Public Relations, History, or a related discipline preferred.
- Candidate must be between 15 and 30 years of age at the start of employment, been a full-time student during the last academic year and be returning to full-time studies in the fall of 2017.
- To be eligible, a candidate must be a Canadian citizen, permanent resident or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act; and be legally entitled to work.
- A criminal record check will be required.

**Number of positions: 1**

**Length of work term: 12 weeks**

**Start date: May 30, 2017**

**Hourly Wage: \$14.00 per hour**

**Hours of work per week: 35, evening and weekend work will be required.**

Send cover letter and resume by noon on Thursday, May 18, 2017 to [sharon@classicboats.org](mailto:sharon@classicboats.org) or by mail to:

Sharon McLeod, General Manager  
Cowichan Bay Maritime Centre  
Box 22, 1761 Cowichan Bay Road  
Cowichan Bay, BC V0R 1N0

*We have two summer student positions available. Please indicate which position you are applying for in your application. We thank all applicants for their interest. Only those candidates selected for an interview will be contacted.*

*\*The Cowichan Wooden Boat Society acknowledges the contribution of the Canadian Museums Association through the Young Canada Works Program for making this position available.*