



## The Corporation of the Village of New Denver

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### **Village of New Denver Summer Employment 2014**

#### **Position: Museum Assistant 1 – Nikkei Internment Memorial Centre**

Nikkei Internment Memorial Centre  
306 Josephine Street, New Denver, BC V0G 1S0  
250.358.7288

Period of Employment: 3 month period between May-Aug (start date negotiable)

Hours: 10:00am-5:00pm (30 hrs per week)

Salary: \$12.00 per hr

#### **General Information**

The Nikkei Internment Memorial Centre (NIMC) National Historic Site is situated on one of ten Japanese Canadian internment camp sites which were located in the BC interior during the Second World War. The purpose of the NIMC is to collect, preserve, conserve, research, exhibit, and interpret objects which represent the life and condition of the Nikkei living in the New Denver and West Kootenay camps between 1942-1957.

Each season the museum welcomes over 5,000 visitors through the site which consists of five buildings, three of which are the old original internment shacks and one in-situ community hall, all dating back to 1942. These shacks and central hall contain exhibits and artifacts as well as several storage rooms with additional collections. There is also the Heiwa Teien (Peace Garden) a traditional garden designed by the renowned Japanese Canadian gardener Roy Sumi, the founder of the Vancouver Japanese Gardener's Association and a former internee.

2014 is also an important year for the Centre as it marks the 20th anniversary of the NIMC. A public commemoration is slated to take place in New Denver in August which will bring the local communities and Japanese Canadians from across Canada together for the celebrations.

#### **Job Description**

The Visitor Centre Attendant will be responsible for opening and closing the site, admission ticketing, gift shop sales, and monitoring and directly responding to any visitor and customer service related scenarios on site.

Other areas of responsibility will include:

- working with the Museum Manager to assist with collecting visitor data
- tracking admissions
- providing basic exhibition information as requested by visitors
- daily communications and office duties
- providing a high level of overall customer service and hospitality to all visitors
- assisting with the facilitation of the NIMC 20<sup>th</sup> anniversary celebration
- other duties as required

**Qualifications**

The Visitor Centre Attendant must enjoy working with the public, have a friendly and approachable demeanor, and a willingness to share local knowledge. They should possess strong communication and interpersonal skills, and have or show interest in developing a thorough understanding of the Japanese Canadian internment, including dates of key events, numbers of individuals and locations involved. Experience in handling cash sales is an asset, as is familiarity with MS Office computer applications. The position requires a self-motivated individual who can work independently.

Applicants must be between the ages of 15 and 29, not currently attending or returning to school, and not currently employed, eligible, or receiving employment insurance.

**Applications**

The candidate will be chosen on a basis of their skill level and ability, therefore we welcome all participants regardless of race, gender or disability.

Please forward resume with cover letter by email to:  
Momoko Ito, NIMC Manager  
nimc@netidea.com

or mail to:

115 Slocan Avenue PO Box 40  
New Denver, BC V0G 1S0

Cover letter and resume accepted until May 12<sup>th</sup>, 2014.

POSITION IS DEPENDENT ON GRANT FUNDING.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.