



BARKERVILLE

— HISTORIC TOWN & PARK —

Governed by: Barkerville Heritage Trust

14301 Highway 26 East

Box 19, Barkerville, BC VOK 1B0 (www.barkerville.ca)

Job Posting: Commerce Lead

2023 04 17 Version 1.0

Classification: Commerce Lead Level 1

Job Title: Seasonal Commerce Lead

Term: April 1st, 2024 to October 15th, 2024

Closing Date: March 31st, 2024 or until filled

Internal Posting and External Posting

Status

- BC Government Employees Union (BCGEU)
- Salary Grade: \$34.09 plus benefits as dispersed according to the Collective Agreement between the BCGEU and the Barkerville Heritage Trust

Job Summary:

As Commerce Lead you are responsible for elevating Barkerville as an important historic site and tourist destination while enhancing our visitors' experiences and honouring the Barkerville brand. This position reports to the Commerce Manager and is also responsible for the guidance and leadership of the Commerce Teams. This includes:

- Cashiers and VRC Guest Services
- Custodians and Housekeeping
- Campgrounds
- Accommodations
- Private Events
- Marketing Support

Duties:

- Daily communication and check in with entire commerce department.
- Contributes to daily tasks within the commerce departments when support is needed, ie Welcome Center, cottage cleaning, campground maintenance and Training.
- Monitors team's participation, productivity, and performance; provides coaching and mentorship to employees.
- Assisting in Scheduling staff in commerce department.
- Frequent inspections of Cottages, Cabins, and Heritage Guest Homes to ensure a high standard of cleanliness.
- Monitors accommodation and campground bookings to ensure adequate support and staffing levels for high loading dates, communicates and collaborates with manager on areas of need.
- Contributes to a positive moral and works with staff to ensure a supportive, enjoyable work environment.



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- Outreaches and networks to promote and increase private events.
 - Works with customers to plan and book private events and weddings, negotiates contracts, ensures extra care to understand the clients' wants and needs.
 - Ensure that events are well executed, ensure everyone involved including organizers and staff know their role, provide information to protection services and other areas of the organization effected; Provide feedback to staff and manager post event.
 - Participates with manager and other departments for special event plans, works with manager to ensure staff are aware of roles for special events, provides staff with copy of event plan, ensures adequate staffing levels in the commerce department for special events.
 - Participates in cross-departmental project planning to provide feedback.
 - Works with the Marketing, Presentation, and Curatorial Manager to plan, propose, and implement initiatives to inspire the public to promote commerce initiatives.
 - Reads, understands, updates, and trains staff on the Barkerville's policies and procedures, where policies are unclear communicate with managers to clarify.
 - Works with the Commerce Manager to research and prepare funding applications.
 - Overseeing cash out procedures, daily reconciliation, and balancing.
 - Oversees retail inventory, follows purchasing policy for purchase of product.
 - Works with custodial staff for inventory of janitorial supplies. Follows purchasing policy for purchase of product.
 - Ensures adequate stock for commerce general materials, works with commerce manager to maintain budget, and follows purchasing policy for purchase of product.
 - Enters any maintenance request into DATS, if requests require immediate attention communicate with Operation and Protection manager.
 - Works with the Commerce manager on any signage, messaging and public documents to ensure consistent branding.
 - Receive applications for the staff housing and assign units to qualified staff, support camp caretakers when needed, work with accounting staff to ensure all necessary registration forms and inspections are received.
 - Performs flexible and varying duties depending on the shifting needs of the organization and its staff members.

Required Qualifications:

- A bachelors' degree, technical diploma, or equivalent industry training and experience
- A minimum 5 years' experience in graphic design or marketing
- Proficient with interactive online multimedia delivery



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- Ability to work on-site at Barkerville Historic Town and Park
- Ability to work effectively on project teams, both as a leader and a member
- Experience in working collaboratively and building relationships stakeholders and partners to achieve common goals
- Excellent communication and interpersonal skills: verbal, written and adaptability
- Demonstrated initiative, self motivation, planning and organisational skills
- Class 5 driver's licence
- Level 1 First Aid (provided by employer)
- Working knowledge of the Occupational Health and Safety Act and Regulations
- WHMIS (Provided by employer)

Apply by email or in person with a resume and cover letter to Rocky Nenka

For more information contact Rocky Nenka, Commerce Manager, Barkerville Historic Town and Park at rocky.nenka@barkerville.ca or 250-994-3332 ext: 37