



Visitor Host

The Role

The Visitor Host welcomes and guide visitors to our Museum and assists the Manager/Business Builder and the Museum Board to unlock the full potential of the Museum and its collections.

The Museum has two Visitor Host roles and we are currently seeking suitable candidates to fill one of these positions for an immediate start.

Visitor Hosts are rostered on in rotation during the Museum's public opening hours (see hours of work below).

Background:

The Okains Bay Māori and Colonial Museum has the potential to be a major visitor attraction and educational resource for the province of Canterbury.

The Museum is part of the historic heritage precinct of Okains Bay and incorporates a range of purpose-built, replica and relocated heritage buildings. With over 20,000 items on display, the Museum vividly conveys the stories of early Māori and Pākehā life through its impressive collections which include an extensive, nationally significant taonga Māori collection and items from the Banks Peninsula area associated with whaling, farming and colonial rural life.

The Museum also cares for a magnificent collection of waka and small European boats. A blacksmith's shop, print shop, vintage vehicles and other working exhibits are in action on open days, notably during the Museum's famous Waitangi Day commemorations which are regularly attended by thousands of visitors.

Key Areas of Responsibility:

- Ensuring that front-of-house procedures are correctly followed each day including unlocking and locking of buildings, recording visitor details & sending post-visit surveys, securing daily takings, and setting alarms
- Ensuring the collections are kept clean and well displayed. Immediately alerting the Manager/Business Builder and Caretaker/Handyman of any issues that risk damaging any parts of the collections and assisting to remediate those issues.
- Overseeing the operation of the Museum shop in consultation with the Manager/Business Builder
- Assisting with hosting visiting groups including the delivery of educational programmes
- Ensuring that all building interiors and toilets are clean and tidy at all times
- Assisting the Manager/Business Builder to grow community pride in the Museum
- Developing and coordinating programmes or projects in consultation with the Manager/Business Builder
- Identifying, assessing risk, controlling/minimising/eliminating all hazards. Reporting all accidents.
- Undertaking any other reasonable tasks as required by the Manager/Business Builder



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Key Relationships:

- External
 - Museum Visitors
 - Okains Bay Community groups and organisations
 - Schools
- Internal
 - Board
 - Other staff members
 - Volunteers
 - Okains Bay Community

To be successful in this role you will be able to demonstrate:

- Basic knowledge of the Museum and tourism sectors
- Excellent interpersonal and time management skills and a strong work ethic
- The ability to work independently yet be part of a small team located within a small rural community
- Organisational skills
- Ability to work flexible hours, including evenings, holidays and/or weekends where required

Hours of Work:

This is a permanent part-time position with hours that vary seasonally:

- Minimum of 16 hours per week, worked over two and a half days during the Museum's Summer Season opening days (Wednesday – Sunday from 1st October to 30th April).
- Minimum of 13 hours every second weekend in the Winter season (Saturday – Sunday from 1st May to 30th September).

Hours include rostered weekdays and weekends.

Accommodation:

As part of this role, the Museum provides accommodation in the staff cottage located within the Museum complex for the Visitor Host to stay overnight when working two or more consecutive days.

Overnight stays are required every second Friday and Saturday night during the Winter Season and the two nights when rostered on during the Summer Season.

This arrangement enables the onsite Handyman/Caretaker to have time off and the Museum's security system to remain monitored by the Visitor Host.

Remuneration:

\$22.10 (Twenty-two Dollars & Ten Cents) per hour.

To submit your application or enquire about the role:

Visit: okainsbaymuseum.co.nz/employment