



# BARKERVILLE

— HISTORIC TOWN & PARK —

Governed by: Barkerville Heritage Trust  
14301 Highway 26 East  
Box 19, Barkerville, BC V0K 1B0 ([www.barkerville.ca](http://www.barkerville.ca))

## Job Posting: Commerce Lead

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### JOB SUMMARY

**Classification:** Lead 2

**Job title:** Commerce Lead

**Positions:** Full Time Year Round

**Closing Date:** Open until filled

**Status:**

- BC Government Employees Union (BCGEU)
- Salary grade: \$33.08/hr plus BCGEU benefits
- Regular full time (35 hrs per week)
- Internal/External Posting

**Orientation and Supervision: How the position fits into the company structure:**

- Position reports to the General Manager;
- Works as a team member with all Barkerville Heritage Trust site staff and contractors involved with heritage site operational activities;
- Performs all operational duties based upon industry standards and guided by the *Standards and Guidelines for the Conservation of Historic Places in Canada* to ensure the continued protection and conservation of Barkerville Historic Town;

**Main tasks or responsibilities: - Core duties of the position, including but not limited to:**

- Provides leadership, support, guidance, instruction and direction to the Commerce Teams and Functions (Cashiers, Custodians, Campgrounds, Tube Run, Café, Accommodations, Gift Shop and Private Events)
- Contributes to daily tasks within the commerce departments when support is needed
- Monitors team's participation, productivity and performance; provides coaching and mentorship to the employees. Provides feedback to the manager
- Contributes to a positive morale and works with all staff to ensure a supportive enjoyable work environment
- Outreaches and networks to promote and increase private events
- Works with customers to plan, book and execute private events and weddings
- Participates in special event planning and execution; ensures adequate staffing levels in the commerce departments for special events
- Oversees gift shop inventory, ensures adequate and appropriate stock
- Works with the General Manager to implement new Commerce project initiatives
- Participates in cross-departmental project planning to provide feedback
- Solicits feedback from the Curator Lead to ensure heritage values and historic authenticity are upheld in all Commerce initiatives
- Works with the Operations Manager and BC safety authority on compliance and permitting for the tube run



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- Works with the Preservation and Presentation Manager to plan, propose, and implement initiatives to promote commerce initiatives;
  - Works with the General Manager on recruitment and scheduling commerce staff
  - Meets regularly with the General Manager and Commerce teams
  - Reads, understands, updates, and trains staff on Barkerville's policies and procedures
  - Works with the General Manager to research and prepare funding applications
  - Oversee cash out procedures, daily reconciliation and balancing
  - Performs flexible and varying duties depending on the shifting needs of the organization and its staff members

**The position requires that the following laws, regulations, policies and procedures be adhered to:**

- The Workers Compensation Board regulations
- The Barkerville Heritage Trust Safety Management and Accident Prevention Program
- The Barkerville Heritage Trust's policies and procedures
- Adherence to the Job Performance Expectations of the position
- Performs all operational duties based upon industry standards and guided by the Occupational Health and Safety regulations

**Qualifications, Skills, and Abilities: Requirements needed to perform the job:**

- A Bachelor's degree in tourism and/or hospitality or equivalent industry training
- Minimum 5 years in tourism industry
- Proficient with MS Office
- Excellent interpersonal and conflict resolution skills
- Previous supervisory experience
- Demonstrated development of leadership skills
- Grant writing and reporting experience
- Ability to adapt to changing and stressful situations
- Physical mobility and stamina required
- High level communication skills and a proven commitment to customer service
- Occupational First Aid Level 1 with a Transportation Endorsement is required and can be provided by the employer
- Foodsafe is required and can be provided by the employer
- Superhost is required and can be provided by the employer
- Hold and maintain a valid Class 5 British Columbia driver's license.

For more information contact Dawn Leroy, General Manager, Barkerville Historic Town and Park at [dleroy@barkerville.ca](mailto:dleroy@barkerville.ca) or 250-255-6655

**Apply by email or in person to Dawn Leroy**