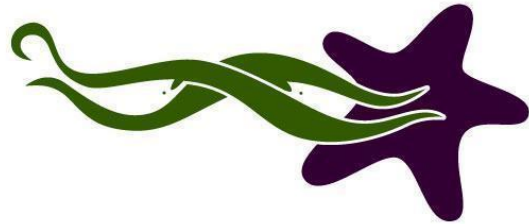


## Ucluelet Aquarium

180 Main St., Ucluelet, BC  
PO Box 1262  
V0R 3A0  
www.uclueletaquarium.org  
laura@uclueletaquarium.org



Job Title: **Retail, Marketing, and Administrative Coordinator**  
Status: Full Time (37.5hrs/wk) with some seasonal variation  
Schedule: 37.5 hours per week, 5 days per week. 9:15AM - 5:15PM, or as scheduled by the Curator.  
Must be able to work holidays, weekends, and evenings.  
Salary: \$43,000 per annum, 10 paid vacation days per year, extended medical benefits (after a 3 month waiting period).  
Location: Ucluelet, B.C  
Start date: As soon as possible

\*This position will remain open until filled\*

### Overview:

The Ucluelet Aquarium is looking for an efficient & enthusiastic individual who is passionate about local marine life and public education. This position will have both general aquarium responsibilities, as well as the responsibilities of coordinating the Ucluelet Aquarium's retail program, special events, and marketing including management of the Ucluelet Aquarium's social media pages.

The Ucluelet Aquarium is an education-based public aquarium that aims to foster respect for local marine environments. With over 35,000 visitors per year, the Ucluelet Aquarium is a hub of excitement about fish, invertebrates, and seaweeds. As Canada's first Collect-and-Release aquarium, marine organisms are showcased temporarily in diverse exhibits, including beautiful recreations of sub-tidal zones, and accessible touch tanks. The Ucluelet Aquarium offers a variety of ways to learn about local ecology, and the connections between humans and nature. The Ucluelet Aquarium Society celebrates diversity and is committed to fostering an inclusive workplace that reflects and supports the community we serve.

As the Ucluelet Aquarium seeks new partnerships and opportunities, you may be asked to take on new responsibilities. You may also be asked to assist others with their work. We value collaboration and teamwork in the Ucluelet Aquarium Society, as it strengthens understanding and cooperation amongst our team, builds resilience, and makes for a positive workplace.

Applicants should be comfortable multi-tasking, public speaking and collaborating with others on projects.

### **General Aquarium Essential Duties:**

- Clean, organize, and maintain Ucluelet Aquarium exhibits, spaces (main floor, office, downstairs, stairwells, entrances and exits, bathrooms, gardens, dock, pump area, and intertidal spaces), tools, and materials.
- Greet and orient visitors around the Ucluelet Aquarium, Ucluelet Aquarium events, collaborations, and the surrounding community.
- Answer questions, show visitors the exhibits and specimens, promote the aquarium's message and provide both inside and offsite programs for the public.
- Create educational signage, displays, and deliver Ucluelet Aquarium programs.
- Aid UA Aquarists in Observing, caring for, feeding, collecting, and releasing Ucluelet Aquarium specimens.
- Aid UA Aquarists to Monitor and maintain water quality, flow rates, food quality and stock, life support systems and animal care tools and materials.
- Communicate clearly and promptly with the Curator and Animal Care Coordinator about observations, animal care needs, equipment or tool maintenance, or other issues or subjects.
- Collect substrate, rocks, seaweeds, and other materials needed to create, enhance, or maintain aquarium displays and exhibits.
- Build exhibits and take them apart at the start and end of each season, as well as during the season when new exhibits are developed.
- Manage project databases, budgets, schedules & timelines associated with programs and/or projects assigned and communicate these with the Curator.
- Assist in volunteer and new employee training.
- Ensure the facility looks clean, organized, welcoming, and engaging.
- Collaborate with the Ucluelet Aquarium team to support one another and assist in maintaining a positive, fun, and supportive workplace.
- Seek ways to improve aquarium functions, operations, procedures, and practices.
- Stay up to date with team communication platforms including: staff schedules, UAS calendar (office whiteboard), staff communication book, slack, email, weekly staff meetings, etc.
- Communicate regularly with the aquarium Curator regarding project updates, budgets, timelines, team dynamics, and other important information.

### **Retail, Marketing, & Administration Duties:**

- Manage the front end of the Ucluelet Aquarium, ensure it is clean and welcoming.
- Maintain the guest book and compile visitor statistics from both the guestbook and the POS system.
- Manage all incoming and outgoing invoices for the UAS in an up to date spreadsheet.

- Order and maintain stock of retail products consistent with the Ucluelet Aquarium message and mission. Whenever possible, search for environmentally friendly, locally-sourced, good quality products for the retail area.
- Ensure the POS system is up to date with all items, prices, and taxes.
- Maintain up-to-date records of inventories, sales, and orders.
- Inventory stocks at the end of each month
- Provide regular reports on sales to the curator
- Communicate with companies to ensure that deliveries, taxes, and shipping fees are in order.
- Coordinate all invoices, taxes and shipping fees.
- Assist with the training, monitoring, supervision and scheduling of Ucluelet Aquarium Staff and Volunteers.
- Find & develop new revenue streams for the Ucluelet Aquarium. This may include grant writing, program development, sponsorships, special events, fundraisers, research, and partnerships with other individuals, organizations, or businesses.
- Communicate with media, publications, and news agencies. Ensure that the aquarium is well represented with up-to-date factual information.
- Find appropriate and efficient advertising avenues.
- Book and coordinate facility rentals and communicate all bookings with UA staff to ensure preparedness for events.
- Create and coordinate Ucluelet Aquarium events such as the annual fundraiser, music nights, and guest speakers with the goal of community building and event revenue. These events must align with Ucluelet Aquarium goals and mission. Communicate all upcoming events with UA staff.
- Write, budget, manage or assist with grants, funding, sponsorship & other revenue streams.
- Manage the Ucluelet Aquarium Tank & Animal Sponsorship Program by communicating with past sponsors and finding new sponsors when needed. Ensure that signage within the aquarium and on our website and social media is up to date.
- Ensure UAS phone answering machine, website, social media pages, and printed materials display accurate information including opening hours & prices.
- Manage the UAS's social media platforms, website, & other public marketing operations.
- Work on any tasks or projects assigned by the Curator.

### **Requirements:**

- This position requires that you be physically capable of lifting and carrying 50lbs.
- This position requires that you be physically able to move, set up, and work on ladders.
- This position requires that you be physically capable of moving across slippery, uneven, challenging terrain in varying weather conditions while carrying live specimens and/or aquarium equipment.
- This position requires that you be physically capable of swimming and/or snorkeling, while handling equipment and/or completing tasks in ocean conditions.

- This position requires that you be able to take part in public speaking events, and daily public speaking & visitor orientation in the Ucluelet Aquarium.
- This position requires that you hold a valid class 5 BC driver's license

**Additional Assets:**

- Proficiency in more than one language - English is essential
- Pre-arranged housing or housing opportunities within Ucluelet
- Experience with customer service
- Experience working with animals and/or marine animal husbandry
- Competent swimmer in cold-water oceanic conditions
- Level 1 first aid with CPR-C/AED

**Notes:**

This position works with different types of shellfish on a daily basis and may not be appropriate for someone with a severe shellfish allergy.

Only those selected for an interview will be contacted.

**To apply:**

Please email your **cover letter**, **resume** and a **minimum of 2 references** to:  
laura@uclueletaquarium.org with Attn: RMA Coordinator opening.

Please indicate on your application whether you have secured housing in Ucluelet.