

Join the RCMP Heritage Centre's Team!

Posting Title: **Retail Associate**

Location: The RCMP Heritage Centre

Position Details: Part-time position (Potential for Full-time)

Compensation: \$23/hour

Hours of Work: 24-30 hours/week

Organization Overview

The Royal Canadian Mounted Police (RCMP) is one of Canada's longest-standing institutions and is deeply embedded in the history and unfolding story of our country. The RCMP and its symbols – the "red serge", Mounties on horseback, and the Musical Ride – have become icons of Canadian Heritage, familiar around the world. The RCMP Heritage Centre is a non-profit dedicated to telling these Canadian stories and history.

The RCMP Heritage Centre represents a rich space for historical preservation, exploration of perspectives, and the pursuit of reconciliation, and has become a major destination that celebrates the traditions and history of the RCMP. More recently, the RCMP Heritage Centre is embarking on an exciting new chapter of its own story by undergoing the process to become established as a national museum in Canada.

To prepare for the path ahead, the Centre is building a team today who is bold, passionate, collaborative, and up for the challenge as we take this journey together and deliver on a vision of *discovery, exploration, reflection and reconciliation* for all Canadians.

Position Overview

We are looking for a responsible, experienced retail professional for a retail associate position. Our hope is that this position will eventually become a part of our full-time staff team.

Reporting to the Manager of Retail, the Retail Associate is responsible for developing and delivering an outstanding retail experience at the RCMP Heritage Centre gift shop and Trading Post store at Depot. The RCMP Heritage Centre and Trading Post are open seven (7) days per week therefore the ability to work weekends on a flexible schedule is required. The position is part time, requiring around 28 hours a week, and will commence as soon as possible.

The Centre welcomes around 30,000 guests a year from around the world. As one of the first point of contact, you will play an important role in creating a positive and inviting atmosphere for visitors and shoppers.

As a Retail Associate, you will consider every touchpoint at our retail gift shop and Trading Post store, and work with the team to enhance and support an engaging, welcoming, friendly, accessible, and comfortable experience for all visitors and customers.

Responsibilities and Duties:

- You will be required to work weekend shifts. Some evening hours may be required for special events.
- Assist with all aspects of the day-to-day functions of the retail stores including, processing purchases, processing online orders, receiving merchandise accurately and re-stocking and pricing inventory, and ensuring cash floats are counted in and out accurately.
- You will assist with merchandising for seasonal, promotional, and new stock changes.
- Using a digital point of sale system for purchases and processing online orders.
- Must have computer literacy, and comfort with point of sale/till systems and Microsoft office suite.
- You will be responsible for understanding the organization's strategic priorities and initiatives and develop a deep understanding of our products.
- Welcoming guests and creating a positive and welcoming shopping experience for them. Assisting by answering questions, offering to help, and providing information about our products and promotions.

- Ensure the retail space, admissions process and desk are tidy, functional, welcoming, and up to date.
- The position requires a candidate who is able to consistently represent the museum and Trading Post positively and effectively.
- Providing some coverage at the admissions desk from time to time, when needed to cover breaks.
- Other duties as required.

Qualifications

- Grade 12.
- 5+ years retail experience required.
- Must be willing and able to work weekends.
- Bilingual fluency (English/French) is considered a strong asset.
- Ability to lift, stack, move up to 30lbs, and sort inventory.
- Ability to stand and walk for extended periods of time.
- Exceptional team skills and a commitment to maintaining a positive, collaborative respectful work environment are essential qualifications.
- Must have experience and comfort with the Microsoft suite (Outlook, Word, Excel, PowerPoint).
- A person of integrity; committed to upholding professional ethics and encouraging public relations best practices.

Important Note

A criminal record check through the Regina Police Service will be conducted for this position and hiring is contingent of the successful candidate passing this clearance. The successful candidate will also be required to undergo RCMP security clearance to work on Depot.

Candidates must be legally entitled to work in Canada. We thank everyone for their interest. Only those considered for an interview will be contacted.

This position has the potential to transition to a full-time permanent position based on organization needs and performance.

Equal Opportunity Statement

We are a place for all Canadians and equal opportunity and are committed to a diverse and inclusive workplace. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, protected veteran status, sexual orientation, or gender identity.

Application Instructions (*must be followed for the application to be considered)

- Qualified applicants must be legally entitled to work in Canada or have appropriate documents permitting them to reside and work in Canada.
- Please submit your application to hr@rcmphc.com by July 13, 2026.