



## Internship Opportunity

### **Position: Public Engagement Intern**

Term: October 3rd, 2017 to March 31<sup>st</sup>, 2018

Hours: 35 hrs/ week

Salary: \$15/ hr

Number of Positions: 1

The Maritime Museum of BC is seeking a recent graduate for an internship position to work in public engagement with all members of the Museum team. The Museum's mission is to promote and preserve our maritime experience and heritage and to engage people with this ongoing story. The Museum collection represents a rich link to the province's nautical and industrial roots. The Museum cares for over 35,000 unique artifacts, in excess of 40,000 historical photographs, a collection of 35,000 ships' plans, and an internationally recognized chart collection. As well, the Museum also runs popular outreach programs featuring such topics as women at sea, shipwrecks, HBC and Fort Victoria, Captain Cook and the Age of Discovery, First Nations use of the sea, navigation, rum running, and lighthouses.

The Public Engagement Intern will interact on a regular basis with visitors and school groups on behalf of the Museum. The successful candidate will develop and deliver high-quality museum programs and tours to a wide variety of audiences, including children and adults. Objectives include delivering current programs and tours; researching and developing new program initiatives; assisting with marketing strategies including maintaining key relationships around town and posting regularly to social media; and assisting with front-desk visitor engagement. By producing new programs and other public engagement initiatives, the successful candidate will leave a legacy for the future of the Maritime Museum of BC community and educational engagement.

### **Duties**

- Examine and re-develop appropriate past programs to fit the Maritime Museum of BC's new circumstances.
- Research BC school curriculum to ensure our school programs continue to meet curriculum guidelines.
- Deliver programs to school children and seniors/ local interest groups.
- Assist with developing new programs and evaluating the success of them.
- Assist with marketing initiatives, including maintaining the Museum's relationships with local hotels, other near-by tourist destinations, and the downtown Victoria Visitors Information Centre.
- Actively post to the Museum's social media platforms (Facebook and Twitter) and track public reviews through Trip Advisor.



- Edit and add to the main Museum website.
- Track and analyze the Visitor Surveys.
- Assist with daily operations and administration, primarily with relation to front desk visitor engagement.

### **Skills and Qualifications**

- Skilled and enthusiastic communicator
- Ability to work closely as a team
- Basic knowledge of Canadian and BC History
- Ability to undertake detailed tasks and follow direction
- Basic understanding of program representation
- Ability to work independently when required
- Ability to carry about detailed assignments
- Ability to supervise and direct program participants
- Availability for weekday and weekend as required
- Current First Aid Certificate and/or a second language are considered assets

### **Eligibility – This is a Young Canada Works funded position**

Candidates must meet the following criteria:

- Not be older than 30 years at the moment of hiring
- Be a Canadian citizen or a permanent resident, or have refugee status in Canada. Note: Non-Canadian students or graduates holding temporary work visas or awaiting permanent status are not eligible.
- Be a recent graduate who has graduated from college or university within 24 months of the start of employment
- Be unemployed or underemployed
- Not be receiving Employment Insurance (EI) benefits while employed as a YCW intern
- Not have participated in another internship project funded under the Youth Employment Strategy of the Government of Canada.

Candidates who identify with the Government of Canada's job equity groups (i.e., women, persons with disabilities, visible minorities, and Aboriginal peoples) are encouraged to apply.

**Please apply with resume and cover letter** to Brittany Vis, Associate Director, by email at [bvis@mmbc.bc.ca](mailto:bvis@mmbc.bc.ca), or by mail to 634 Humboldt St., Victoria, BC, V8W 1A6

**Applications are due September 8, 2017.**

We would like to thank all applications for their interest in this position. Only candidates selected for an interview will be contacted.