

# CONTRACT EMPLOYMENT OPPORTUNITY

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## Position: Collections Intern

Temporary Employment Opportunity

**Position: Collections Intern**

Term: October 1, 2024 to March 31, 2025

Salary: \$21.00/hr

Number of Positions: 1 (dependent on funding)

Work Days and Hours: Sundays to Thursdays, 9:15 AM to 4:45 PM

Location:

- 4000 Seymour Place, Victoria BC (MMBC off-site storage facility) for four days a week
- 744 Douglas St, Victoria BC (MMBC public exhibit facility) for one day a week

**A BIT ABOUT US**

The Maritime Museum of BC's (MMBC) mission is to engage communities in witnessing and preserving maritime heritages. It opened in 1955 as a naval museum located on Signal Hill just outside the gates of the HMC Dockyard in Esquimalt. The MMBC has recently relocated to a new public storefront on lək'wəŋən land at 744 Douglas Street. This space houses the museum's exhibits, public programming, onsite research and administration. Most of our collections are now stored off-site but are still accessible through our research request program. The Maritime Museum of BC also runs the annual Victoria Classic Boat Festival during Labour Day weekend.

**THE CHALLENGE**

The MMBC is undergoing on an extensive cataloguing project of the object collection. We need a Collections Intern to help with these efforts. The Collections Intern will focus on cataloguing the navy objects in our collection and help us preserve these objects for future generations. We know the heart of the museum is the collection and as such we want to continue improving our efforts to increase our collections management systems by increasing the number of objects thoroughly catalogued.



The Collections Intern will also work to connect the collection with the public by assisting with developing Maritime Minutes videos on our YouTube channel and preparing for our behind-the-scenes collections tours.

### **THE OPPORTUNITY**

We are looking for someone who has strong attention to detail and has experience with data entry, preferably in a museum setting. This position can help put someone on the path towards a rewarding career in museum collections management.

### **THE TEAM**

Our team at the MMBC is tight-knit, flexible, and excited about the work we do. We work closely with an amazing and supportive group of committed volunteers. We all come from different backgrounds, which we believe is part of our strength!

### **YOUR SKILLSET**

- Strong attention to detail
- Ability to undertake detailed tasks and follow direction
- Ability to work closely as a team
- Ability to work independently when required
- Working knowledge of computers and Microsoft Word, Outlook, and Excel
- Basic knowledge of Canadian and BC history

### **WITHIN 1 WEEK YOU'LL**

- Receive a review of all relevant MMBC protocols and safety measures.
- Be introduced to the MMBC's storage facility and public location.
- Gain understanding of the MMBC's IT systems and collections database.
- Gain hands-on experience with museum cataloguing and handling museum objects.
- Become familiar with the MMBC's collection photography and condition reporting protocols.

### **WITHIN 1 MONTH YOU'LL**

- Be introduced to the MMBC's public initiatives as they relate to our collection, specifically the Maritime Minute videos and the behind-the-scenes collection tours
- Confidently catalogue museum objects according to professional standards and re-store them in professional storage supplies.
- Confidently handle a range of museum objects

### **WITHIN 3 MONTHS YOU'LL**

- Continue cataloguing and re-storing museum objects according to professional standards.
- Have gained and honed knowledge on cataloguing theory and practice and how this relates to an overall collection's management plan.
- Understand how museum utilize their collections to engage with the public



**WITHIN 6 MONTHS YOU'LL**

- Be ready to take the next step in a museum career in collections management

**Eligibility:**

This is a Young Canada Works funded position. Candidates must meet the following criteria:

- Are a Canadian citizen or a permanent resident or have refugee status in Canada; Note: Non-Canadian student holding temporary work visas or awaiting permanent status are not eligible.
- Are legally entitled to work in Canada (have a valid social insurance number);
- Will be between 16 and 30 years of age at the start of employment;
- Meet the specific eligibility criteria of the program to which you apply; and
- Be a graduate from college or university.

Candidates who identify with the Government of Canada's job equity groups (i.e. youth with a disability, Aboriginal youth, visible minorities and new Canadians) are encouraged to apply. We value those with lived experience and/or experience with DEAI (Diversity, Equity, Accessibility, and Inclusion) work.

Please apply with a cover letter, resume, and three references in a single PDF to the HR Committee by email at [hfeeney@mmbc.bc.ca](mailto:hfeeney@mmbc.bc.ca).

**Applications are due by 4:00 PM on September 6, 2024.**

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