

CONTRACT EMPLOYMENT OPPORTUNITY

Position: Public Engagement Intern

Temporary Employment Opportunity

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Term: 11 September 2024 to 31 March 2025

Schedule: Wednesdays to Sundays, 9:15 am to 4:45 pm (some evening work will be required – at least 2 nights a month)

Salary: \$21.00/hr

Number of Positions: 1 (dependent on funding)

Note: This position is for a recent graduate from a post-secondary program.

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 ɫəkʷəŋən 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 over Labour Day weekend.

THE CHALLENGE

As MMBC offers a rich variety of programming to our communities, we need a Public Engagement Intern who will support and grow these programs. We know that our strength lies in our interactions with people, and we want to continue finding the best ways to improve upon that strength.

THE OPPORTUNITY

We are looking for someone who has experience working with people of all ages and is passionate about meaningful museum learning. Our opportunities to diversify the ways we work with more members of



the public across Greater Victoria and our province are growing rapidly. As the Public Engagement Intern, you will be working to provide a positive visitor experience for those coming into the museum, as well as helping to produce engaging virtual content for remote visitors. This position will enhance your knowledge and appreciation of British Columbia's maritime cultures and heritage.

You will interact on a regular basis with visitors within the museum gallery and will help develop and deliver high-quality museum content to a wide variety of audiences, including children, adults, and seniors. Your role will also include assisting with marketing strategies such as posting regularly to social media, keeping the museum events posting current, and assisting with front-desk visitor engagement. This position will largely be based at our public location in downtown Victoria and may include travel throughout the city to assist with delivering off-site programs. This position involves roughly 80% of time on programs and interpretation, and 20% of time on social media, marketing, and virtual content initiatives.

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 through engagement in learning. This position can help put someone on the first steps towards a rewarding career in **museum programming**.

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. All of us come from different backgrounds, which we believe is part of our strength! We are looking for someone who knows how to manage their time effectively and can easily prioritize the tasks in front of them.

YOUR SKILLSET

- Skilled and enthusiastic communicator
- Ability to undertake detailed tasks and follow direction
- Ability to work closely as a team
- Basic understanding of program representation
- Basic knowledge of Canadian and BC history
- Availability for weekday, weekend, and evening work as required
- Current First Aid Certificate and/or a second language are considered assets.
- Basic knowledge of video editing software is an asset but not essential

WITHIN 1 MONTH YOU'LL

- Explore the theory and practice behind museum learning.
- Have observed and begun taking on a larger role in on-site programming such as Museum Tots, Craft Workshops, and Salty Sundays.
- Begin participating in school and public programming through set-up, station running, and take-down.
- Become familiar with museum social media accounts, and create original posts according to MMBC's established tone, vision, and mission.
- Be introduced to program evaluation strategies.



- Have received an introduction to museum operations that allows you to comfortably monitor the Visitor Centre front desk during our opening hours while also leaving time for the tasks listed above.

WITHIN 3 MONTHS YOU'LL

- Be independently leading Museum Tots, craft workshops, and Salty Sunday programming.
- Be starting to develop these same programs with support from your supervisor.
- Possess a broad knowledge of most content related to the current museum school programs, which you will use to engage with new audiences in the museum space and online.
- Be thinking of strategies to reach out to diverse audiences in the province of BC.
- Be able to take note of program related preparations that need doing and take initiative to see that they are done.
- Begin working with video editing software for digital content.
- Have received training in the MMBC's Maritime Minute videos.
- Have recorded at least one new Maritime Minute video and will have begun editing and posting these videos online.

WITHIN 6 MONTHS YOU'LL

- Have developed and honed skills pertinent to museum program delivery, including but not limited to:
- Establishing an engaging presentation style.
- Being capable of developing new programs, including assessing audience needs and adapting appropriately.
- Creating specialized programs for private bookings.
- Have taken over the development and delivery of all in-person programming, including Museum Tots, craft workshops, and Salty Sunday programs.
- Reflect on programs delivered and resources created throughout the internship term to report on areas for improvement and changes.
- Complete social media postings, including planning for the months in advance to ensure sustainability of online engagement.
- Continue engaging with the public on a regular basis to enhance our in-person exhibits.
- Be ready to take the next step in a museum career in public programming.

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 lrobin@mmbc.bc.ca.

Applications are due 16 August 2024 by 4:00 PM.

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