



Position: Collections Intern

Term: October 1st 2025 to March 31st 2026

Salary: \$21.50/hr

Number of Positions: 1 (dependent on funding)

Work Days and Hours: Tuesday to Saturday, 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 ləkʷəŋən 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 an extensive collection cataloguing and evaluation project. We need a Collections Intern to help with these efforts. The Collections Intern will focus on the objects in the collection that have been flagged for potential deaccession. We know the heart of the museum is the collection and as such we want to improve our ability to care for ours by deaccessioning objects that no longer meet our criteria based on our collections policy and museum best practices.

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
MARITIME MUSEUM
of BRITISH COLUMBIA

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 object inventory and research as well as handling museum objects.
- Become familiar with the MMBC's deaccessioning 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 conduct provenance research and be able to prepare a written justification to present to the MMBC Collections Committee.
 - Confidently handle a range of museum objects
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WITHIN 3 MONTHS YOU'LL

- Continue to conduct object research.
- Be able to meet with Committee members on a regular basis to go over the written justifications for or against deaccessioning.
- Have gained and honed knowledge on deaccessioning policy and best 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 info@mmbc.bc.ca.

Applications are due by 4:00 PM on September 5, 2025.

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

