



## Temporary Employment Opportunity

### **Position: Events Assistant**

Term: May 5 to September 6, 2020

Salary: \$16.00/hr

Number of Positions: 1 (dependent on funding)

### **A BIT ABOUT US**

The Maritime Museum of BC opened in 1955 as a naval museum located on Signal Hill just outside the gates of the HMC Dockyard in Esquimalt. The Museum has since relocated to a new public storefront location at 634 Humboldt St., where we have our exhibits, public research space, and a gift shop. The majority of our collections are now stored off-site but are still accessible through our research request program.

Our mission is to promote and preserve our maritime experience and heritage and to engage people with this ongoing story. The museum presents afternoon talks and weekend craft workshops that look at maritime history in unique and creative ways. Also offered are educational programs on topics such as immigration, pirates and privateers, women on the home front, and the fur trade.

### **THE CHALLENGE**

As MMBC offers a rich variety of events to our communities, we need an Events Assistant to support these and think of new ways to engage. 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 demonstrated a desire to work in museum events and administration. They must show a keen interest to learn how events can enhance and promote the vision of a museum. This position can help put someone on the first steps towards career paths in museum studies and interpretation, or alternatively, education.

### **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!

### **THE SKILL SET**

- Skilled and enthusiastic communicator
- Ability to undertake detailed tasks and follow direction
- Ability to work closely as a team
- Ability to work independently when required



- Ability to supervise and direct event participants of all ages
- Basic understanding of event planning
- Basic knowledge of computers and Microsoft Office Suite

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

- Receive orientation and training for the MMBC's Museum Tots and Tea & Talks events.
- Receive an introduction to museum operations, and begin working at the Visitor Centre front desk.
- Familiarize yourself with the summer's events schedule, and begin planning for July and August Tea & Talks speakers
- Explore the theory and practice behind general project management.
- Learn to create marketing materials using Canva online design software and begin planning the summer schedule for Museum Tots.

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

- Have been introduced to the Classic Boat Festival Event – including the structure of the festival and project management systems in place to run it.
- Understand the list of tasks and deadlines associated with the Classic Boat Festival, and will have begun completing preliminary tasks.
- Have proposed speakers planned for the summer term of Tea & Talks events, and will work with staff to confirm this schedule and begin contacting speakers.
- Have the skills to create Museum Tots and Tea & Talks marketing materials, and will begin marketing them in local resources online.
- Take full responsibility for the preparation and running of Museum Tots, with support from museum staff.
- Comfortably monitor the Visitor Centre front desk while also leaving time for the tasks listed above.

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

- Continue to complete tasks associated with the Classic Boat Festival under the guidance of museum staff, and will be prepared to participate and help lead aspects of the Festival during the Labour Day long weekend.
- Prepare surveys to evaluate the satisfaction of attendees and boaters, and will be on site during the festival to distribute these surveys.



- Reflect on summer events to report on areas for improvement and changes.
- Have finished preparing all Museum Tots events and Tea & Talks, and be able to begin preliminary planning stages for the fall season.
- Continue engaging with the public on a regular basis to enhance their visit to the museum.

### **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;
- Will be between 16 and 30 years of age at the start of employment;
- Are willing to commit to the full duration of the work assignment;
- Will not have another full-time job (over 30 hours a week) while employed with YCW;
- Have been a full-time student (as defined by your educational institution) in the semester preceding the YCW job;
- Intend to return to full-time studies in the semester following the YCW job.

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.

Please apply with a cover letter and resume to Brittany Vis, Associate Director, by email at [info@mmbc.bc.ca](mailto:info@mmbc.bc.ca), or by mail to 634 Humboldt St., Victoria, BC, V8W 1A4.

**Applications are due April 10, 2019.**

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