



Temporary Employment Opportunity

Position: Programming Assistant

Term: May 5 to September 6, 2020

Salary: \$16.00/hr

Number of Positions: 3 (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 programming to our communities, we need Programming Assistants to support these programs 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 experience working with people of all ages and is passionate about meaningful museum 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. 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 program participants of all ages



- Basic understanding of program representation
- Basic knowledge of Canadian and BC history

WITHIN 1 WEEK YOU'LL

- Learn the MMBC's current tours, workshops, and museum tots program.
- Receive an introduction to museum operations, and beginning working at the Visitor Centre front desk.
- Visit and familiarize yourself with the museum's current exhibit.
- Explore the theory and practice behind museum learning.
- Begin preparations for your own talk for our regular Tea & Talks programming.
- Prepare to confidently engage with visitors in the museum exhibits to enhance their visit.

WITHIN 1 MONTH YOU'LL

- Confidently deliver the MMBC's current tours, workshops, and museum tots programs.
- Regularly engage with visitors in the museum exhibits to enhance their visit.
- Research your topic of choice for regular Tea & Talks Programming.
- Become familiar with museum social media accounts, and create original posts according to MMBC's established tone, vision, and mission.
- Think of ways to evaluate current programming for updates and revisions.
- Comfortably monitor the Visitor Centre front desk while also leaving time for the tasks listed above.

WITHIN 3 MONTHS YOU'LL

- Have gained and honed skills pertinent to museum program delivery, including but not limited to:
 - Establishing an engaging presentation style.
 - Being capable of assessing audience needs and adapting appropriately.
 - Creating specialized programs for private bookings.
- Reflect on programs delivered throughout the summer to report on areas for improvement and changes.
- Have finished research for and presentation of a Tea & Talk.



- Complete social media postings, including planning for the months in advance to ensure sustainability of engagement.
- 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, 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.