



Temporary Employment Opportunity

Position: Public Engagement Intern

Term: October 1st, 2021 to March 31st, 2022

Schedule: Tuesdays to Saturdays, 9:00 am to 4:30 pm (some evening work will be required)

Salary: \$17.00/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 will have recently relocated to a new public storefront on Lekwungen land at 744 Douglas Street at the beginning of this internship. This space will house the museum's exhibits, public programming and events, onsite research and administration. 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 diverse maritime experience and heritage and to engage people with this ongoing story. In addition to offering in-person and virtual exhibits, the museum presents virtual talks, live tours and workshop kits that look at maritime history in unique and creative ways. Also offered are virtual and outreach educational programs for all ages 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 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 diverse 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 content and events for visitors.



You will interact on a regular basis with our social media following and virtual programs groups on behalf of the museum 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 will include travel throughout the city at the museum's various locations.

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, during remote and in person work.

THE SKILL SET

- Skilled and enthusiastic communicator
- Ability to undertake detailed tasks and follow direction
- Ability to work closely as a team
- Ability to multi-task with video software and hardware in a live environment
- Basic knowledge of video editing software is an asset
- 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.

WITHIN 1 MONTH YOU'LL

- Explore the theory and practice behind museum learning.
- Learn and confidently design marketing content for the museum using Canva online graphic design software.
- Familiarize yourself with the museum's current online offerings, including workshop kits, programs, exhibits, live tours, and Maritime Minutes.
- Begin participating in virtual school and public programming through filming, set up, and take down of supplies, with this role increasing over time.
- Regularly engage with the museum's social media following to answer questions and enrich content.



- 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.
- Have received an introduction to museum operations that allows you to monitor comfortably the Visitor Centre front desk during our limited opening hours while also leaving time for the tasks listed above.
- Begin working with video editing software for digital content.

WITHIN 3 MONTHS YOU'LL

- Be fully trained in the delivery of most virtual museum programming and begin facilitating live programs from time to time.
- Be thinking of strategies to reach out to an expanded audience in the province of BC.
- Possess a broad knowledge of most content related to the current museum programs, which you will use to engage with new audiences in the museum space and online.
- Be able to take note of program related preparations that need doing and take initiative to see that they are done.
- Have begun the planning and research for the creation of a museum outreach kit to bring museum content and learning strategies to the community.

WITHIN 6 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 delivering live virtual programs, including assessing audience needs and adapting appropriately.
 - Creating specialized programs for private bookings.
- Have taken over the planning and presenting of Nautical Nights Speaker Series.
- 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 engagement.
- Conduct an audit of the museum's social media accounts to review growth and engagement over time.
- Continue engaging with the public on a regular basis to enhance our online museum content.
- Be familiar with ways to access industry related job postings and supports in career development in the museum field.
- Have completed a museum outreach kit, including marketing and distribution of its content.



Eligibility:

Funded in part through the Young Canada Works at Building Careers in Heritage (YCW-BCH) internship program, an individual may be eligible for an internship if they:

- are a Canadian citizen or a permanent resident, or have refugee status in Canada (non-Canadians 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 the program;
- are an unemployed or underemployed college or university graduate, that is, not employed full-time;
- are not receiving Employment Insurance (EI) benefits while employed with the program; and
- have not previously participated in or been paid under this or any other Career Focus internship program funded under the Government of Canada's [Youth Employment Strategy](#).

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.

All candidates must also register in the Young Canada Works on-line candidate inventory through the following website, <https://young-canada-works.canada.ca>. Please apply with a cover letter and resume in a single PDF to Laura Robin (she/her), School and Public Programs Manager, by email at lrobin@mmbc.bc.ca.

Applications are due September 9, 2021.

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