

**Maritime Museum of BC**

Temporary Employment Opportunity – Funding Dependent

Position: Programming Assistant

Term: May 9 to August 26, 2016

Hours: 35 hrs/ week

Salary: \$14/ hr

Number of Positions: 1

The Maritime Museum of BC is seeking a post-secondary student for a temporary summer position to work closely with the Museum's Collections Manager, Programming and Volunteer Coordinator on museum programming. The Museum collection represents a rich link to the province's nautical and industrial roots. The Museum cares for over 35,000 unique artifacts, in excess of 40,000 historical photographs, a collection of 35,000 ships' plans, and an internationally recognized chart collection. As well, the Museum also runs popular outreach programs featuring such topics as women at sea, shipwrecks, HBC and Fort Victoria, Captain Cook and the Age of Discovery, First Nations use of the sea, navigation, rum running, and lighthouses.

The Programming Assistant will be a public face for the Maritime Museum. The successful candidate will develop and deliver high-quality museum tours and programs to a wide variety of audiences, including children and adults. Objectives include updating and implementing current programs, and researching and developing educational outreach programs that are based on the curriculum requirements and Museum's collection that the Museum will offer to the public in the fall. The successful candidate will therefore leave a legacy for the future seasons of community and educational programming.

Duties

- Learn details about the museum collections, exhibits, and programs
- Assess and evaluate current programming materials for updates and changes
- Develop and deliver new tours and programs
- Research and develop educational outreach programs

Skills and Qualifications

- Skilled and enthusiastic communicator
- Ability to work closely as a team
- Basic knowledge of Canadian and BC History
- Ability to undertake detailed tasks and follow direction
- Basic understanding of program representation
- Ability to work independently when required
- Ability to carry about detailed assignments



- Ability to supervise and direct program participants
- Availability for weekday and weekend as required

Eligibility

Candidates must meet the following criteria:

- are a Canadian citizen or a permanent resident, or have refugee status in Canada;
Note: Non-Canadian students 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., women, persons with disabilities, visible minorities, and Aboriginal peoples) are encouraged to apply.

Please apply with resume and cover letter to Brittany Vis, Archivist, by email at archives@mmbc.bc.ca, or by mail to 634 Humboldt St., Victoria, BC, V8W 1A6

Applications are due April 15, 2016.