

Job Title: Curatorial & Community Engagement Assistant (YCW Internship)

Duration: 26 Weeks

Start Date: October 1, 2016

End Date: March 31, 2017

Application Deadline: September 27, 2016

Number of Openings: 1

The Richmond Museum seeks a creative, energetic, positive and organized individual to work as a **Curatorial & Community Engagement Assistant**. Under the supervision of the Educational Programs Coordinator, the intern will be responsible for conducting research, and supporting community engagement, public programming, curatorial functions at the job site.

Duties Include:

- Developing an oral history collection and tell the story of Richmond's multicultural migrant communities
- Developing research content for the *Our Journeys Here* exhibition
- Creating labels, digital video installations and assist with the installation of the exhibition
- Providing coordination support of public programs as required

Qualifications:

- Completed an undergraduate or graduate degree related to history or culture
- Must possess a strong knowledge in cultural influences and issues specific to Asian Canadian communities both locally and within Canada
- Must demonstrate creativity and engagement with Asian Canadian communities in British Columbia's lower mainland region
- Experience in oral history interviewing
- Intermediate experience in graphic design, photography and video production
- Previous work or volunteer experience with a museum would be an asset
- Fluency in one or more Asian languages would be an asset
- Strong written and oral communication skills
- Superior organizational skills
- Ability to work as part of a team of professionals

An individual may be eligible for a YCW Building Careers in Heritage 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 a recent graduate who has graduated from college or university within the last 24 months at the start of employment;*
- *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](#).*

Work Schedule: 40 hrs / week, from October 1, 2016 to March 31, 2017

Wage: \$20.23/hour

Please apply with cover letter and resume to:

Educational Programs Coordinator, Richmond Museum Society, 7700 Minoru Gate, Richmond, BC V6Y 1R9

Fax: (604) 247-8341

E-mail: museumed@richmond.ca

No phone calls please. Only those selected for an interview will be contacted.

The Richmond Museum Society is an equal opportunity employer and encourages all individuals meeting the qualifications listed above to apply.

***** THIS POSITION IS DEPENDENT UPON GRANT FUNDING*****