



**Maritime Museum of BC**

Temporary Employment Opportunity

Dependent on Funding Approval

**Position: Programming Assistant**

Term: May 8 to August 25, 2017

Salary: \$14/hr

Number of Positions: 4

The Maritime Museum of BC is seeking post-secondary students for a temporary summer position to work closely with senior staff at the Museum on tours and programming. The Museum aims to promote and preserve BC's maritime history and culture and to engage people with this ongoing story, and tours and programs help us to achieve these goals.

The Programming Assistant will be a public face for the Maritime Museum of BC. The successful candidate will develop and deliver high-quality tours and programs to a wide variety of audiences, including children and adults. Objectives include delivering current tours and programs, and researching and developing additional tours/programs on a maritime topic of the candidate's choosing.

**Duties:**

- Learn and deliver the Museum's current tours and programs
- Assess and evaluate current programming materials for updates and revisions
- Develop and deliver a new tour and/or program

**Skills and Qualifications:**

- 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
- Available for weekday and weekend as required
- Current First Aid certification and/or a second language are considered assets

**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 7, 2017.** Interviews will be conducted on a rolling basis, so early application is encouraged.

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