

Summer Student Employment Opportunity Museum Assistant – Pender Islands Museum



Job Details: Preferably June 4 - August 17, 2018, \$17/hour; 35hr/week

Our goal is to be a “great small museum” that serves our community and its visitors. The successful candidate will support and gain experience in two main areas:

1. **Programs, Visitor Services and Communications** (~60% of time)
 - Support delivery of special events with community partners; plan/organize new events
 - Deliver activity-based programs for school classes, children’s camps and family groups
 - Develop communications to promote museum in print and social media
2. **Collections & Exhibit Support** (~40%)
 - Continue researching, cataloguing and photographing museum artifacts, registering them in existing database
 - Opportunity to assist with upgrading exhibit labels and flow

Qualifications: You are pursuing post-secondary studies in a relevant field such as history, heritage management, education, library science, tourism or communications), and have the following experience, skills and traits:

- **You must meet Young Canada Works eligibility criteria;** check canada.ca
- A positive attitude and willingness to learn, take initiative and see things through to completion
- Effective communication skills (written and verbal)
- Good research and computer skills, including website/social media savvy
- Well-organized and able to work on several projects at once, while still paying attention to detail and quality
- Excellent interpersonal skills with ability to interact well with volunteers and visitors of all ages
- Ability to work well on your own, or as a team leader or member to deliver events/programs
- Although not a must, let us know your volunteer experience, if you have a flare for computer design and graphics, or a valid driver’s license.

To apply: Send a letter outlining your interest in the position plus your resume to the attention of Simone Marler, Board Chair at pendermuseum@shaw.ca

Application Deadline: April 23, 2018