

# 華埠基金

VANCOUVER **CHINATOWN** FOUNDATION



## EDUCATION & PROGRAMS ASSISTANT CHINATOWN STORYTELLING CENTRE

The Vancouver Chinatown Foundation is in the process of building the Chinatown Storytelling Centre at 168 East Pender Street, Vancouver. The Storytelling Centre is slated to open in Fall 2018 and will gather, conserve and share stories of the Chinese-Canadian experience, the contributions historic neighbourhoods, such as Chinatown, made in terms of nation-building.

Using exhibitions, community events, education programs and a substantial archive and collections system, the Storytelling Centre aims to contribute to the ongoing revitalization of Chinatown.

Through the Canada Summer Jobs program, we seek to fill the position of **Education & Programs Assistant**. This position will assist in the design of museum tours and other activities that will support our educational work.

### Duties:

Working under the direction of the curatorial team, duties will include:

- Help in the creation of learning materials such as work sheets, pamphlets, and other exhibition engagement activities.
- Support the creation of a docent training manual.
- Conduct research on topics related to Centre's exhibitions, and help identify speakers/authors, films, and books that could enhance the visitor experience.
- Assist in identifying and setting up interviews with people who have Chinatown memories, and help with the editing of digital stories.
- Assist in the development of website content.
- Other research and administrative tasks, as required.

### Qualifications:

Must demonstrate solid research skills and be self-directed and organized.

Interest in Chinatown, immigration history, places of heritage and museums is desirable. Consequently, this position will be relevant to those studying in programs such as museum studies, history, education, archaeology, anthropology, Asian and migration studies,

Working knowledge of office software programs such as Word, Excel and PowerPoint. Experience using WordPress, Photoshop, InDesign and any video and audio editing software would be considered an asset.

Must have good communications skills and be fluent in English (written and oral). An understanding of Cantonese and an ability to read and/or write in Chinese would be desirable.

Students with disabilities and/or part of other equity groups such as women, Indigenous youth, newcomers to Canada (including refugees), and visible minorities are encouraged to apply. Our office is on the second floor of a heritage building with no elevator access; we regret that this may cause hardship for those with mobility issues.

**Terms of Employment:**

**\*\*\*Candidates must be eligible under the Canada Summer Works program thereby being:**

- 15 to 30 years of age.
- registered as a full-time student during the preceding academic year.
- returning to school on a full-time basis during the next academic year.
- a student in a secondary, post-secondary, CEGEP (Quebec only), vocational or technical program.
- a Canadian Citizen, permanent resident, or person whom whom refugee protection has been conferred under the *Immigration and Refugee Protection Act*.
- legally entitled to work according to the relevant provincial / territorial legislation and regulations.

The position runs from July 3 to August 28, 2018 for 35 hours/week for 8 weeks. Schedule may include some evening or weekend work, which would be discussed in advance.

The wage is \$13.00/hour.

**To Apply:**

Please submit resume and cover letter to [careers@chinatownfoundation.org](mailto:careers@chinatownfoundation.org) or mail at 3rd Floor-127 East Pender Street, Vancouver, BC V6A 1T6.

No calls please. Deadline for applications is by end of day **Friday, June 15 at 5:00 p.m.**

We thank all applicants; however, only those shortlisted will be contacted.

The Vancouver Chinatown Foundation is a registered charity and non-profit with the mission to revitalize Chinatown while preserving and honouring the irreplaceable cultural heritage of this neighbourhood. To learn more, visit [www.chinatownfoundation.org](http://www.chinatownfoundation.org).