



YCW Summer Job position – Programming Assistant

Job Title: **Programming Assistant**
Job Type: **YCW Summer Job position**
Application Deadline: **March 31, 2020**
Job Start Date: **May 27, 2020**
Job Status: **Contractual (14 weeks), full time (30hrs/week)**
Job Contract Duration: **May 27, 2020 - August 29, 2020**
Job Hourly rate: **\$15.00**

Organization:

Vancouver Police Museum & Archives

About us:

The Vancouver Police Museum and Archives is an independent museum run by the Vancouver Police Historical Society, a non-profit society and registered charity. The Museum's foundations began in celebration of the Vancouver Police Department's centennial anniversary in 1986 and have since expanded beyond the blue lens of local law enforcement to include the history of the Vancouver Coroner's Services and the historic City Analyst Laboratory that houses the Museum.

The mandate of the Museum is three-fold:

- To collect, preserve and interpret the history of local law enforcement, the Coroner's Services and former City Analyst's Lab within the context of Vancouver's growth and development;
- To provide a resource for those examining the role of the Vancouver Police Department across time and culture;
- To provide educational opportunities to explore the science of policing.

Job Profile:

Working under the supervision of the Education Program Lead, the successful Programming Assistant candidate will assist with education and public program delivery and program research and development. The candidate will be responsible for leading public tours for all age groups, facilitating forensic science programs for youth and booking tours and programs. The candidate will also assist with front of house duties including museum admissions and provide administrative assistance as required.

Qualifications:

- An interest in history, and/or a career in public programming, education, or museum field
- Excellent research, communication, and interpersonal skills
- Computer literacy, including Microsoft applications
- Detail-oriented
- Project coordination experience
- Strong interpersonal skills with experience working with the public

- Ability to work as part of a team and independently
- Experience working with youth (camp leader, tutor etc.) is an asset
- Currently enrolled as a full-time student in museum studies, history, education or a related field and returning to full-time studies in the fall
- Between 16 and 30 years of age

The successful Programming Assistant candidate will commit to the term of the project:

14 weeks from May 27, 2020 until August 29, 2020

30 hours per week, Wednesday through Saturday from 9am-5pm

Hourly rate: \$15.00

This is a summer student position. All applicants must provide confirmation of full-time student status in current academic year and/or acceptance into full time studies the following September.

A criminal record check will be required.

Please submit a letter of interest and resume to: Diane Panozzo, Director of the Vancouver Police Museum & Archives, via email at adm@vancouverpolicemuseum.ca with "PROGRAMMING ASSISTANT - name" in the subject line.

We thank all candidates who apply, however, only those selected for an interview will be contacted. No phone calls please. The application deadline is March 31, 2020, though submissions will be reviewed upon reception. Prospective candidates may be contacted for an interview prior to the formal closing date.

Funding for this position is provided by Young Canada Works in Heritage Organizations, and the program delivery organization is the Canadian Museums Association.

For more information, please visit: <https://young-canada-works.canada.ca>

Government of Canada job equity groups are encouraged to apply.

This position is subject to final funding approval.