

## Job Posting

### Educational Programs Intern

#### Early Career Education Internship – pending BC Arts Council funding

Nikkei National Museum

6688 Southoaks Crescent, Burnaby BC

604 777-7000

Period of employment: Up to 12 months beginning October 2020 (dependent on grant notification)

Hours: 9:30 am – 5pm Tuesday to Saturday with occasional evenings and Sundays based on outreach activities

Salary: \$17.00 per hour

The Nikkei National Museum & Cultural Centre (NNMCC) is looking for our next Intern with excellent communication and interpersonal skills, and an interest in educational programs and various modes of accessibility, especially online and distance-based methods.

The NNMCC's mission is to honour, preserve and share Japanese culture and Japanese Canadian history and heritage for a better Canada. We fulfill our mission through exhibits, cultural and educational programs, special events, archival preservation and research, and community partnerships. We have participated in the BCAC Early Career Education program since 2014 and have been able to mentor talented museum professionals and spark enthusiasm for heritage and culture.

#### Job description:

This is a new internship to provide the successful candidate with solid experience in digital media and communications, with an interest in education and accessibility. Skills training will include program development and delivery, and volunteer management.

#### What you'll do:

- Public health protocols permitting, facilitate field trip programs with a variety of historical and cultural activities, supporting and working alongside docents and cultural volunteers
- Develop in-house and online/outreach educational resources and activities for our 2021 gallery exhibits on Japanese Canadian artists and diverse women in STEM
- Research and apply best practices for online educational engagement, including design for a distance "field trip" package to be made available online
- Produce video, audio, image, and text-based educational resources based on existing in-house and new activities for online use
- Manage editorial and publication timelines for the tri-annual magazine Nikkei Images, and monthly Nikkei Place Update bulletins
- Enhance education program outreach and accessibility through targeted communications, research, and implementation of new accessibility protocols
- Represent the NNMCC in public outreach activities at Japanese Canadian community festivals and special events such as the Powell Street Festival
- Other duties as required

#### Who you are:

- A people person and strong communicator in person, print, and various online media
- Background in communications, marketing, digital media, film, arts administration, education, history, or other related field, looking for up to a 12-month work term position
- Organized and detail-oriented; flexible and willing to multi-task
- A collaborative team player who likes to consider the big picture

- Digital media, film production, photography, and/or graphic design skills are strong assets
- Fluent in English with excellent writing skills
- Written or spoken Japanese language skills a strong asset
- Knowledge of Canadian History/Japanese Canadian History an asset

### ***Primary learning outcomes:***

- Experience working in a culturally diverse and dynamic collaborative environment within a mid-sized organization with a variety of community partners and volunteers
- Experience working with children ages 5-18 in a group context
- Skills in managing a variety of daily, weekly, monthly, and longer tasks/projects and deadlines
- Practical knowledge of the features and uses of various communication media and digital formats
- Experience adapting program content and formats to suit a variety of audiences, including children of different ages and teachers, school and public contexts
- Familiarity with Japanese and Japanese Canadian history and culture
- Appreciation of cultural complexities and the importance of cultural sensitivity
- Public speaking/public engagement etiquette in a variety of contexts
- Application of strategic thinking methods, working with strategic organizational plans

### **Eligibility**

Graduated from the field of history, anthropology, museum studies, curatorial studies, English, digital media, marketing, or communications.

An individual may be eligible for an 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;
- have completed a post secondary degree and are under 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 not receiving Employment Insurance (EI) benefits while employed with the program; and

Candidates will be chosen on the basis of their skill level and ability, therefore we welcome all applicants regardless of race, gender or disability.

### **Applications**

Please forward applications with resume by email to:

Sherri Kajiwarra - skajiwarra@nikkeiplace.org

Applications will be accepted until May 31, 2020

POSITION IS DEPENDENT ON GRANT FUNDING

We thank all applicants for their interest, however, only those selected for an interview will be contacted.

### **Location**

The Nikkei National Museum is located in the heart of Metro Vancouver, a 10-minute walk from the Edmonds Skytrain station, with easy access by public transit and car. There is free parking underground. Nearby attractions include the Shadbolt Centre for the Arts, the Burnaby Village Museum, the Burnaby Art Gallery, and the Edmonds Community Centre. Metrotown Mall is 3km away and downtown Vancouver is 20km away.

[www.nikkeiplace.orgwww.burnaby.ca/Things-To-Do/Visitor-Resources/Attractions.html](http://www.nikkeiplace.orgwww.burnaby.ca/Things-To-Do/Visitor-Resources/Attractions.html)