



NANAIMO MUSEUM

The Nanaimo Museum intends to hire four summer youth staff in the positions below, subject to funding approval and staffing requirements. Start and end dates may vary based on funding approval and other factors.

Applications are due April 9, 2019. Applications must be emailed to Steph Kveton, Program Coordinator, Steph@nanaimomuseum.ca or dropped off in person at:

100 Museum Way, Nanaimo.

Bastion Interpreter

May 13-September 2, 2019

\$13.85/hour (35 hours/week)

Job Description

- Interpret historical exhibits and conduct tours of the Bastion (an 1853 Hudson's Bay Company fort). Ideally, the youth will be a fluent French speaker so tours can be delivered in both official languages
- Present the daily cannon firing historical re-enactment ceremony
- Complete monetary transactions and cash balancing while at the front desk of the Bastion and Nanaimo Museum
- Perform regular housekeeping, clerical and building maintenance at the Bastion, as necessary
- Participate in events and children's programming when needed.
- Other duties, as required

Job Requirements

- Be able to use computer software included in the MS Office 2016 Suite.
- Have strong communication skills in English – both written and oral (intermediate to fluent French as well is ideal)
- Have strong interpersonal skills – as a team member and with a variety of age levels within the general public
- Be adaptable and flexible to job requirements, self motivated and responsible
- Be able to provide a clear Criminal Records check
- Public speaking skills are an asset and priority will be given to a fluent French speaker.
- Have an understanding of Nanaimo's Indigenous and settler history.

Position is subject to funding approval. All applicants must meet eligibility criteria set out by Canada Summer Jobs, including: be available for full-time employment, be a Canadian citizen and be a youth between the ages of 15 and 30. The position is open to the Government of Canada's job equity groups (i.e., women, persons with disabilities, visible minorities, Aboriginal peoples and new Canadians).

Events Coordinator

May 13-September 2, 2018

\$13.85/hour (35 hours/week)

Job Description

- Provide visitor service and complete sales tasks at the front desk on a daily basis.
- Assist with development and coordination of children's activities for the Nanaimo Museum's component of National Indigenous People's Day 2019 event hosted by Snuneymuxw First Nation
- Coordinate and deliver the museum's component of the annual Nanaimo Marine Festival.
- Ensure safety and security of the museum artifacts, visitors and themselves
- Complete monetary transactions and cash balancing and other visitor services while at the front desk
- Assist with Cannon firing presentations.
- Assist with facilitating special events.
- Other duties, as required

Job Requirements

- Be able to use computer software included in the MS Office 2016 Suite.
- Have strong communication skills in English – both written and oral (intermediate to fluent French as well is ideal)
- Have strong interpersonal skills – as a team member and with a variety of age levels within the general public
- Be adaptable and flexible to job requirements, self motivated and responsible
- Be able to provide a clear Criminal Records check
- Public speaking skills are an asset and priority will be given to a fluent French speaker
- Have an understanding of Nanaimo's Indigenous and settler history.

Position is subject to funding approval. All applicants must meet eligibility criteria set out by Canada Summer Jobs, including: be available for full-time employment, be a Canadian citizen and be a youth between the ages of 15 and 30. The position is open to the Government of Canada's job equity groups (i.e., women, persons with disabilities, visible minorities, Aboriginal peoples and new Canadians).

Summer Program Assistant

May 13-September 3, 2018

\$13.85/hour (35 hours/week)

Job Description

- Deliver summer programming to children and the general public
- Work with the Program Coordinator to research, develop and deliver an interactive heritage program for youth in French (if French speaker) and English
- Prepare all materials (i.e. craft supplies) and equipment prior to programs and school programs
- Assist with volunteer training for the program
- Perform administrative duties such as interacting with the public, especially at the front desk, and assisting with community marketing
- Deliver guided tours of the museum exhibits
- Assist with the Cannon Firing Ceremonies.
- Other duties, as required

Job Requirements

- Be able to use computer software included in the MS Office 2016 Suite.
- Have strong communication skills in English – both written and oral (intermediate to fluent French as well is ideal)
- Have strong interpersonal skills – as a team member and with a variety of age levels within the general public
- Be adaptable and flexible to job requirements, self motivated and responsible
- Be able to provide a clear Criminal Records check
- Public speaking skills are an asset and priority will be given to a fluent French speaker
- Have an understanding of Nanaimo's Indigenous and settler history.

Position is subject to funding approval. All applicants must meet eligibility criteria set out by Young Canada Works including: be available for full-time employment, be a Canadian citizen and be a student between the ages of 15 and 30. The position is open to the Government of Canada's job equity groups (i.e., women, persons with disabilities, visible minorities, Aboriginal peoples and new Canadians).

Marketing and Social Media Assistant

May 14-September 3, 2018

\$13.85/hour (35 hours/week)

Job description

- Assist with the creation, scheduling, and responding to social media posts on Nanaimo Museum's Facebook, Instagram, and Twitter accounts.
- Assist with creating, scheduling, and responding to marketing materials on a variety of community event and promotional sites and publications.
- Assist with marketing and advertising content.
- Assist with the facilitation of rental events
- Administrative duties will include interacting with the public, especially at the front desk, and assisting with community marketing
- Assist with delivery of Nanaimo Marine Festival programming at the museum
- Assist with the Cannon Firing Ceremonies.
- Other duties, as required

Job Requirements

- Be able to use social media platforms including Facebook, Instagram, Twitter, and Hootsuite.
- Be able to use computer software included in the MS Office 2016 Suite, be familiar with InDesign, Photoshop.
- Have some knowledge of marketing and social media best practices and techniques.
- Have some photography and videography skills.
- Have strong communication skills in English – both written and oral (intermediate to fluent French as well is ideal)
- Have strong interpersonal skills – as a team member and with a variety of age levels within the general public
- Be adaptable and flexible to job requirements, self motivated and responsible
- Be able to provide a clear Criminal Records check
- Have an understanding of Nanaimo's Indigenous and settler history.

Position is subject to funding approval. All applicants must meet eligibility criteria set out by Young Canada Works including: be available for full-time employment, be a Canadian citizen and be a student between the ages of 15 and 30. The position is open to the Government of Canada's job equity groups (i.e., women, persons with disabilities, visible minorities, Aboriginal peoples and new Canadians).