



## 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 7, 2020. Applications including cover letter and resume must be emailed to Steph Kveton, Program Coordinator, [posting@nanaimomuseum.ca](mailto:posting@nanaimomuseum.ca).

# Bastion Interpreter

May 12-September 7, 2020

\$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
- Engage visitors and Interpret the building and the site by regularly circulating inside and outside the building
- 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.
- Will include weekend and some evening work.
- 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: available for full-time employment, be a Canadian citizen, refugee, or permanent resident 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).

# Retail & Visitor Services Assistant

May 12-September 7, 2018

\$13.85/hour (35 hours/week)

## Job Description

- Provide visitor service and complete sales tasks at the front desk on a daily basis.
- Circulate throughout the gift shop and gallery to address visitor needs
- Provide impromptu gallery and tourist information, gallery introductions, and short gallery tours
- Help 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 the coordination and staffing of Thursday Night Markets
- Assist with facilitating special events.
- Will include weekend and some evening work.
- 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: available for full-time employment, be a Canadian citizen, refugee, or permanent resident 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 12-September 7, 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 interactive heritage programs 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 development and coordination of children's activities for the Nanaimo Museum's component of National Indigenous People's Day 2020, Pride 2020, and Tribal Journeys 2020 events.
- Coordinate and deliver the museum's component of the annual Nanaimo Marine Festival.
- 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; circulate in the exhibits to engage visitors.
- Assist with cannon firing ceremonies.
- Will include weekend and some evening work.
- 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: available for full-time employment, be a Canadian citizen, permanent resident or refugee, 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 12-September 7, 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, YouTube 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 National Indigenous Peoples Day, Nanaimo Pride, Tribal Journeys and Nanaimo Marine Festival programming at the museum
- Assist with the cannon firing ceremonies.
- Will include weekend and some evening work.
- Other duties, as required

## Job Requirements

- Be able to use social media platforms including Facebook, Instagram, Twitter, and Later.
- Be able to use computer software including 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 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: available for full-time employment, be a Canadian citizen, permanent resident or refugee, 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).