



# NANAIMO MUSEUM

The Nanaimo Museum is hiring summer positions! Come and join a great team as you learn to develop your skills in a heritage and tourism environment. The Museum intends to hire one (1) summer youth staff in each of the four (4) positions below, subject to funding approval and staffing requirements. Start and end dates may vary based on funding approval and other factors.

Applications are accepted until 11:59 pm April 10, 2023. Applications including cover letter and resume must be emailed to Steph Kveton, Program Coordinator, [postings@nanaimomuseum.ca](mailto:postings@nanaimomuseum.ca).

## COVID-19 Considerations

Due to the ongoing COVID-19 pandemic, the museum has adapted its operations to ensure we are meeting all Communicable Disease Plan and WorksafeBC requirements. All employees will receive special COVID-19 training and orientation and are required to follow all the requirements and policies in place to support a healthy and safe work environment. These include:

- A strict cleaning schedule that all staff must follow
- Policies around staying home when sick.
- Employees must follow mask-wearing policies in and around museum venues and programming sites.
- Social distancing at work
- Safety protocols and workflow adjustments as required.

## Retail & Guest Services Assistant – Youth Position

Late May/Early June – September 4, 2023 (Start date and work term is dependent on funding approval from Canada Summer Jobs)

\$16.00/hour (30 hours/week)

The Retail and Guest Services Assistant will be responsible for working at the Museum's Front Desk and Gift Shop to aid in guest services and sales tasks. The youth's priority will be sales services, as well as guest service in the form of offering impromptu gallery introductions, gallery information, and tourist information. The Retail and Guest Services Assistant will be expected to rove throughout the gift shop and gallery to address guest needs as they arise. This youth will help coordinate and staff programming and events throughout the summer season. Ideally, the youth will serve the public in both official languages.

Candidates must have strong interpersonal and communication skills, and cash handling experience.

### *Job Description*

- Provide guest service and complete sales tasks at the front desk on a daily basis.
- Circulate throughout the gift shop and gallery to address guest needs
- Provide impromptu gallery and tourist information, gallery introductions, and short gallery tours
- Help ensure safety and security of the museum artifacts, guests and themselves
- Complete monetary transactions and cash balancing and other guest services while at the front desk
- Assist with the creation, scheduling, and responding to social media posts on Nanaimo Museum's Facebook, Instagram, TikTok and Twitter accounts.
- Assist with the coordination and delivery of programming and events. (All staff will be cross-trained)
- Assist with facilitating special events, including the weekly Night Markets.
- Administrative duties will include interacting with the public, especially at the front desk, and assisting with community marketing
- Will include weekend and some evening work.
- Other duties, as required

### *Job Requirements*

- Be able to use computer software included in the MS Office Suite (Word, Excel, etc). Familiarity with InDesign, Photoshop and Canva an asset.
- Be able to use social media platforms including Facebook, Instagram, Twitter, TikTok and scheduling tools such as Later.
- 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 an asset)
- 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 flexible to after-hours and weekend shifts.
- Have reliable access to an internet connection should health regulations require a shift to working from home.

- Be able to provide a clear Vulnerable Sector 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.

*All applicants must meet eligibility criteria set out by Canada Summer Jobs:*

- Be between 15 and 30 years of age at the start of the employment;
- Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act* for the duration of the employment; and
- Be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations).

Position and start date are subject to funding approval. Applicants with an education in history or tourism and strong communication and interpersonal skills are preferred. Public speaking skills are an asset and priority will be given to a fluent French speaker. The position is open to the Government of Canada's equity groups (i.e., women, persons with disabilities, visible minorities, Indigenous Peoples, and new Canadians.)

## Heritage Interpreter 1 - Youth Position

Late May/Early June – September 4, 2023 (Start date and work term is dependent on funding approval from Canada Summer Jobs)

\$16.00/hour (30 hours/week)

The Heritage Interpreter Youth Position will provide excellent guest service in the museum gallery and gift shop in the form of tours, program facilitation, and informal interactions. The successful youth will be involved in researching, developing and implementing new gallery presentations and programs, and assist with the weekly Night Markets. Candidates must have strong interpersonal and communication skills, and cash handling experience.

### *Job description:*

- Host guests and interpret historical exhibits in the museum gallery.
- Support housekeeping with regular checks and cleaning
- Participate in the development of interpretive programming.
- Assist with events and programming, including the weekly Night Markets.
- Deliver outdoor and indoor tours and public programming at the museum and the Bastion historical building.
- Support the preparation of materials (I.e., craft supplies) and equipment for summer and fall programming.
- Provide guest service and complete sales transactions at the front desk.
- Provide support to online programming and bookings.
- Will include weekend and some evening work.
- Other duties and assistance as needed.

### *Job Requirements*

- Be able to use computer software included in the MS Office Suite (Word, Excel, etc).
- Have strong communication skills in English – both written and oral (intermediate to fluent French as well is an asset)
- 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 flexible to after-hours and weekend shifts.
- Have reliable access to an internet connection should health regulations require a shift to working from home.
- Be able to provide a clear Vulnerable Sector 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.

### *All applicants must meet eligibility criteria set out by Canada Summer Jobs:*

- Be between 15 and 30 years of age at the start of the employment period;

- Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act* for the duration of the employment; and
- Be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations

This position and start date are subject to funding approval. Applicants with an education in history or tourism and strong communication and interpersonal skills are preferred. Public speaking skills are an asset and priority will be given to a fluent French speaker. The position is open to the Government of Canada's equity groups (i.e., women, persons with disabilities, visible minorities, Indigenous Peoples, and new Canadians.)

## Heritage Interpreter 2 – Student Position

Late May/Early June – September 4, 2023 (Start date and work term is dependent on funding approval from Young Canada Works)

\$16.00/hour (30 hours/week)

The Heritage Interpreter Student Position will provide excellent guest service in the museum gallery and gift shop in the form of tours, program facilitation, and informal interactions. The successful student will be involved in researching, developing and implementing new gallery presentations and programs, and assist with the weekly Night Markets. Candidates must have strong interpersonal and communication skills, and cash handling experience.

### *Job description:*

- Host guests and interpret historical exhibits in the museum gallery.
- Support housekeeping with regular checks and cleaning
- Participate in the development of interpretive programming.
- Assist with events and programming, including the weekly Night Markets.
- Deliver outdoor and indoor tours and public programming at the museum and the Bastion historical building.
- Support the preparation of materials (I.e., craft supplies) and equipment for summer and fall programming.
- Provide guest service and complete sales transactions at the front desk.
- Provide support to online programming and bookings.
- Will include weekend and some evening work.
- Other duties and assistance as needed.

### *Job Requirements*

- Be able to use computer software included in the MS Office Suite (Word, Excel, etc.).
- 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 flexible to after-hours and weekend shifts.
- Have reliable access to an internet connection should health regulations require a shift to working from home.
- Be able to provide a clear Vulnerable Sector 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.

### *All applicants must meet eligibility criteria set out by Young Canada Works:*

- Be available for the full term of employment,

- Be a Canadian citizen, or a permanent resident, or have refugee status in Canada,
- Be a current and returning student,
- Be between the ages of 16 and 30, and
- Have no other full-time job within the employment term.

Position and start date are subject to funding approval. Applicants with an education in history or tourism and strong communication and interpersonal skills are preferred. Public speaking skills are an asset and priority will be given to a fluent French speaker. The position is open to the Government of Canada's equity groups (i.e., women, persons with disabilities, visible minorities, Indigenous Peoples, and new Canadians.)

## Marketing and Social Media Assistant - Student Position

Late May/Early June – September 4, 2023 (Start date and work term is dependent on funding approval from Young Canada Works)

\$16.00/hour (30 hours/week)

The Marketing and Social Media Assistant will work closely with Nanaimo Museum staff to promote museum events, programs and exhibits through social media and marketing campaigns. The successful student will also help staff programming and events, and greet guests as needed. Candidates must have strong interpersonal and communication skills, and knowledge and understanding of social media engagement as a promotional tool.

### *Job description*

- Assist with the creation, scheduling, and responding to social media posts on Nanaimo Museum's Facebook, Instagram, TikTok and Twitter accounts.
- Assist with digital marketing projects (SEO tasks, website operations, email marketing, digital advertising) in support of museum operations and assets.
- 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 as needed.
- Assist with the facilitation and delivery of programming and events throughout the summer season, including the weekly Night Markets. (All staff will be cross-trained)
- Administrative duties will include interacting with the public, especially at the front desk, and assisting with community marketing
- Will include weekend and some evening work.
- Other duties, as required

### *Job Requirements*

- Be able to use social media platforms including Facebook, Instagram, TikTok and Twitter. Familiarity with scheduling programs such as Later an asset.
- Be able to use computer software included in the MS Office suite (Word, Excel, etc.). Familiarity with InDesign, Photoshop and Canva an asset.
- 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 an asset)
- Have strong interpersonal skills – as a team member and with a variety of age levels within the general public
- Be flexible to after-hours and weekend shifts.
- Have reliable access to an internet connection should health regulations require a shift to working from home.
- Be adaptable and flexible to job requirements, self-motivated and responsible
- Be able to provide a clear Vulnerable Sector check
- Have an understanding of Nanaimo's Indigenous and settler history.



*All applicants must meet eligibility criteria set out by Young Canada Works:*

- Be available for the full term of employment,
- Be a Canadian citizen, or a permanent resident, or have refugee status in Canada,
- Be a current and returning student,
- Be between the ages of 16 and 30, and
- Have no other full-time job within the employment term

Position and start date are subject to funding approval. Applicants with an education in media studies, marketing, communications, graphic design, tourism, or history are preferred. This position is open to the Government of Canada's equity groups (i.e., women, persons with disabilities, visible minorities, Indigenous Peoples, and new Canadians).