



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 Monday, April 8, 2024. Applications including cover letter and resume must be emailed to Steph Kveton, Program Coordinator, postings@nanaimomuseum.ca.

Retail & Guest Services Assistant – Youth Position

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Early June – September 2, 2024 | \$17.40/hour (30 hours/week)

Start date and work term is dependent on funding approval from Canada Summer Jobs

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 circulate throughout the gift shop and gallery to address guest needs as they arise. This youth will assist with 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. Cash handling experience and basic calculation and math skills are assets.

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 term;
- 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).

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
- Complete monetary transactions, cash balancing and other guest services while at the front desk
- Help ensure safety and security of the museum artifacts, guests, and themselves
- Administrative duties will include interacting with the public, especially at the front desk, and assisting with community marketing
- Assist with facilitating special events, including the weekly Night Markets.
- Assist with the coordination and delivery of programming and events. (All staff will be cross-trained)
- Assist with the creation, scheduling, and responding to social media posts on Nanaimo Museum Gift Shop's Facebook, Instagram, TikTok and Twitter accounts.
- Will include weekend and some evening work.
- Other duties, as required.

Job Requirements

- Have strong interpersonal skills – as a team member and with a variety of age levels within the general public.
- Have strong communication skills in English – both written and oral.
- Be adaptable and flexible to job requirements, self-motivated and responsible.
- Be able to use computer software included in the MS Office Suite (Word, Excel, etc). Familiarity with Canva an asset.
- Be flexible to after-hours and weekend shifts.

- Have an understanding of Nanaimo's Indigenous and settler history.
- Assets:
 - Cash handling experience.
 - Basic calculation and math skills.
 - Public speaking experience.
 - Intermediate to fluent spoken French.

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. 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

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Early June – September 2, 2024 | \$17.40/hour (30 hours/week)

Start date and work term is dependent on funding approval from Canada Summer Jobs

The Heritage Interpreter Youth Position will provide excellent guest service in the museum gallery, gift shop, and other Museum venues in the form of tours, program facilitation, and informal interactions. The successful youth will interpret historical exhibits, deliver heritage programs, and support the development of summer children's programs and preparations for fall 2024 school and public programs. The youth will deliver programs and interpretation adapted to a variety of ages and knowledge levels, and assist with the weekly Night Markets. They will also perform front desk and giftshop duties as needed. Ideally, the youth will have fluency in both official languages.

Candidates must have strong interpersonal and communication skills.

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 term;
- 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).

Job description:

- Host guests and interpret historical exhibits in the museum gallery.
- Support housekeeping with regular checks and cleaning
- Deliver outdoor and indoor tours and public programming at the museum and the Bastion historical building.
- Assist with events and programming, including the weekly Night Markets.
- Assist with 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.
- Participate in the development of interpretive programming.
- Will include weekend and some evening work.
- Other duties and assistance as needed.

Job Requirements

- Have strong interpersonal skills – as a team member and with a variety of age levels within the general public
- Have strong communication skills in English – both written and oral
- Be able to use computer software included in the MS Office Suite (Word, Excel, etc).
- Be adaptable and flexible to job requirements, self-motivated and responsible.
- Be flexible to after-hours and weekend shifts.

- Have an understanding of Nanaimo's Indigenous and settler history.
- Assets:
 - Public speaking experience.
 - Cash handling and basic math skills.
 - Intermediate to fluent spoken French.

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

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Early June – September 2, 2024 | \$17.40/hour (30 hours/week)

Start date and work term is dependent on funding approval from Young Canada Works

The Heritage Interpreter Student Position will provide excellent guest service in the museum gallery, gift shop, and other Museum venues in the form of tours, program facilitation, and informal interactions. The successful student will interpret historical exhibits, deliver heritage programs, and support the development of summer childrens' programs and preparations for Fall 2024 school and public programs. The student will deliver programs and interpretation adapted to a variety of ages and knowledge levels, and assist with the weekly Night Markets. They will also perform front desk and giftshop duties as needed. Ideally, the student will have fluency in both official languages.

Candidates must have strong interpersonal and communication skills.

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.

Job description:

- Host guests and interpret historical exhibits in the museum gallery.
- Support housekeeping with regular checks and cleaning.
- Deliver outdoor and indoor tours and public programming at the museum and the Bastion historical building.
- Assist with events and programming, including the weekly Night Markets.
- Assist with 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.
- Participate in the development of interpretive programming.
- Will include weekend and some evening work.
- Other duties and assistance as needed.

Job Requirements

- Have strong interpersonal skills – as a team member and with a variety of age levels within the general public.
- Have strong communication skills in English – both written and oral.
- Be able to use computer software included in the MS Office Suite (Word, Excel, etc).
- Be adaptable and flexible to job requirements, self-motivated and responsible.
- Be flexible to after-hours and weekend shifts.

- Have an understanding of Nanaimo's Indigenous and settler history.
- Assets:
 - Public speaking experience.
 - Cash handling and basic math skills.
 - Intermediate to fluent spoken French.

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

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Early June – September 2, 2024 | \$17.40/hour (30 hours/week)

Start date and work term is dependent on funding approval from Young Canada Works.

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 with rental events, greet guests, and deliver informal historical interpretation as needed.

Candidates must have strong interpersonal and communication skills, and knowledge and understanding of social media engagement as a promotional tool.

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.

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

- Have strong communication skills in English – both written and oral.
- Have strong interpersonal skills – as a team member and with a variety of age levels within the general public.
- Be able to use social media platforms including Facebook, Instagram, TikTok and Twitter.
- Be able to use computer software included in the MS Office suite (Word, Excel, etc.).
- Have some knowledge of marketing and social media best practices and techniques.
- Have some photography and videography skills.
- Be adaptable and flexible to job requirements, self-motivated and responsible.
- Be flexible to after-hours and weekend shifts.

- Have an understanding of Nanaimo's Indigenous and settler history.
- Assets:
 - Familiarity with InDesign, Photoshop and Canva.
 - Familiarity with scheduling programs such as Later.
 - Cash handling and basic math skills.
 - Intermediate to fluent spoken French.

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).