

Job Posting

Museum Assistant

Nikkei National Museum & Cultural Centre
6688 Southoaks Crescent, Burnaby BC V5E4M7
604 777-7000

Period of employment: 2021-08-31 to 2022-03-31 (28 weeks)

Hours: 9:30 am – 5pm Tuesday to Saturday (with occasional adjustments to accommodate programming), 35hrs/week

Salary: \$17.00 per hour + mercs

Program stream: Young Canada Works at Building Careers in Heritage

Who we are:

The Nikkei National Museum & Cultural Centre (NNMCC) is located on the traditional, ancestral, and unceded territories of the Coast Salish Peoples; and in particular, the x^wməθk^wəy^əm Musqueam, Skwxwú7mesh Úxwumixw Squamish, səílilwətaʔt Tsleil-Waututh, and kwikwəłəm Kwikwetlem First Nations territories. 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.

Job description:

The Museum Assistant, under direction from museum staff, will participate in digital projects and programs to share Japanese Canadian history with the public and help operate the online shop. One ongoing project is creating one-minute videos which introduce items housed in our museum collection. Another project transforms our traditional in-person walking tours into digital media. Knowledge of basic film and sound editing software is required. Tasks will be to plan projects with the collection team, create a project timeline, coordinate filming, creating a storyboard, post-production editing, and also making the video available on the museum platforms such as YouTube, the museum website (Wordpress), and sharing on social media sites. When live streaming events are hosted, such as gallery talks or panel discussions, the intern will help with coordination and equipment. If public health restrictions loosen, and we are able to host in-person public programs, the Museum Assistant will assist the Museum

Programmer, from starting with ideation, planning, to execution and debriefing. Another task is assisting with the online museum shop with marketing and order fulfillment. In addition to these main projects, you may be asked to assist with other tasks typical to working in a small museum such as assisting with installing an exhibition and helping out with events and everyday operations. Most of the audio visual tasks will be able to be completed remotely, except for some filming onsite. All tasks done on site will follow public health orders.

Whether in the office or working remotely, there will be a ready exchange of information and experience with other museum staff and the opportunity to be immersed in the workings of a small, community-based, culturally significant heritage institution.

Who you are (qualifications):

Candidates will be chosen on the basis of their skill level and ability, therefore we welcome all applicants regardless of race, gender, or disability. We invite individuals who reflect the diversity of our visitors to apply. In accordance with the British Columbia Accessibility Act a request for accommodation will be considered throughout the hiring process.

Graduates in the field of art, multimedia, media studies, museum studies, curatorial studies, history, anthropology, art, English, Asian Canadian and Asian migration studies, and other fields are encouraged to apply. The NNMCC welcomes graduates from interdisciplinary backgrounds.

Applicants must be organized and detail oriented, flexible and willing to multitask, work well both independently and collaboratively, be able to meet agreed upon goals and deadlines, and will perform other related duties as required. Applicants must have a good level of computer literacy including video meeting applications, communication tools, sound and video editing software. Applicants must be fluent in English. Knowledge of Canadian History/Japanese Canadian History would be assets. The Museum Assistant will be working in a collaborative environment under direction of museum staff. The setting will provide experience in the heritage sector, cultural diversity, working as a team, and working collaboratively with museum collections and exhibitions staff.

- Good level of computer literacy including video meeting applications, communication tools, and email.
- Basic video, sound, and photo editing skills are required.
- Familiarity with Wordpress is an asset.
- Project management experience is an asset.
- Knowledge of Canadian History/Japanese Canadian History is an asset.
- Are a Canadian citizen or a permanent resident, or have refugee status in Canada.

- Are legally entitled to work in Canada.
- Are between 16 and 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.
- Are unemployed or underemployed.
- Are a college or university graduate.
- Are not receiving Employment Insurance (EI) benefits while employed.

Applications

Please forward resume and cover letter by email to:

Sherri Kajiwara, Director | Curator - hr@nikkeiplace.org with subject "Museum Assistant"

Applications will be accepted until July 31, 2021.

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

Location

The Nikkei National Museum & Cultural Centre 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.org

www.burnaby.ca/Things-To-Do/Visitor-Resources/Attractions.html