



Temporary Employment Opportunity

POSITION: EVENTS AND MARKETING ASSISTANT

Term: as soon as possible to April 30, 2023

Schedule: 11 hours a week, 7 hours spent on Saturdays at the MMBC from 9:30-5, 4 hours variable either at evening events or assisting with marketing tasks at your leisure

Salary: \$16.00/hr

Number of Positions: 1

Location: Maritime Museum of BC at 744 Douglas St., and remote for marketing tasks

A BIT ABOUT US

The Maritime Museum of BC opened in 1955 as a naval museum located on Signal Hill just outside the gates of the HMC Dockyard in Esquimalt, then moved in 1965 to the historic Bastion Square Courthouse in downtown Victoria. The Museum has since relocated to a new public storefront location at 744 Douglas St., where we have our exhibits, public research space, and a gift shop. The majority of our collections are now stored off-site but are still accessible through our research request program.

Mission:

Engage communities in witnessing and preserving maritime heritages.

Vision:

Maritime experiences are boldly embraced, shared and lived from a cultural centre on the waterfront.

Values:

- **Inclusion:** We embrace diversity, equity and accessibility in all we do. We are welcoming.
- **Respect:** We are compassionate, empathetic and humble. Our results are propelled by collaboration and teamwork.
- **Integrity:** We are open, honest and transparent. Our work is anchored by being responsible, accountable, authentic, and socially and environmentally responsible.
- **Innovation:** We are curious, dynamic and adventurous. Our work is fueled by passion, action and flexibility.
- **Salty:** We are everything maritime. Our work is meaningful, impactful and relevant.

The museum cares for a collection of approximately 35,000 objects, 200 meters of archival materials, and 8,500 library books, along with three sailboats. We offer a series of programs targeting different demographics and we host several major events throughout the year including the Victoria Classic Boat Festival.

THE TEAM

Our team at the MMBC is tight-knit, flexible, and excited about the work we do. We work closely with an amazing and supportive group of committed board members and volunteers. All of us come from different backgrounds, which we believe is part of our strength! We have four regular full-time staff, seasonal staff, eleven enthusiastic and active board members, and dozens of regular volunteers. We also have community partners in many local organizations who we work with and deliver programming on a regular basis.



POSITION RESPONSIBILITIES

- Assist with on site Saturday activities including all set-up, delivery, and take-down tasks for:
 - Museum Tots
 - Craft Workshops
 - Maritime Masterclasses
- Attend evening and weekend facility rental bookings, including regularly occurring ones like the Thermopylae Club and UASBC meetings, both of which occur monthly.
- Assist with set up and take down for special facility rentals, as is described in the facility rental agreement.
- Assist in the set-up, take down, and running of events as needed, including but not necessarily limited to:
 - Nautical Nights
 - Salt Sea Evenings
 - Massive Marine Garage Sale
 - Exhibit openings
- Assist the marketing efforts of the museum by:
 - Updating the WordPress website with content provided by regular museum staff.
 - Posting scheduled events and activities to free online calendars
 - Creating on-brand marketing materials through Canva
- Any additional duties as assigned by the supervisor.

This position reports to the Events and Development Coordinator.

QUALIFICATIONS

- Computer skills
 - Basic knowledge of computers.
 - The ability to navigate Microsoft Office suite programs with ease.
 - Familiarity with different social media platforms and their target audiences.
- General
 - An outgoing, positive attitude and outlook.
 - Skilled and enthusiastic communicator.
 - Ability to undertake detailed tasks and follow direction.
 - Ability to work closely as a team.
 - Demonstrated interest in BC's maritime heritage and culture.
 - Availability for weekday, weekend, and evening work as required.

The following skills are considered assets:

- Knowledge of WordPress and Canva
- Current First Aid Certificate

Application due: Applications will be open until a successful candidate is found. Please apply early as interviews will be done on a rolling basis.

Start Date: as soon as possible



TO APPLY

Please apply by email with a **cover letter, resume, and three references** in a single PDF to azanko@mmbc.bc.ca.

The Maritime Museum of BC actively welcomes and encourages applications from women, people with disabilities, Indigenous peoples, and visible minorities.

We would like to thank all applications for their interest in this position. Only candidates selected for an interview will be contacted.