



Temporary Employment Opportunity

**Position:** Public Engagement Intern

**Term:** 19 September 2023 to 31 March 2024

**Schedule:** Tuesdays to Saturdays, 9:30 am to 5:00 pm (some evening work will be required)

**Salary:** \$19.50/hr

**Number of Positions:** 1

**Note:** This position is for a recent graduate from a post-secondary program.

### **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 CHALLENGE**

As MMBC offers a rich variety of programming to our communities, we need a Public Engagement Intern who will support and grow these programs. We know that our strength lies in our interactions with people, and we want to continue finding the best ways to improve upon that strength.



## **THE OPPORTUNITY**

We are looking for someone who has experience working with people of all ages and is passionate about meaningful museum learning. Our opportunities to diversify the ways we work with diverse members of the public across Greater Victoria and our province are growing rapidly. As the Public Engagement Intern, you will be working to provide a positive visitor experience for those coming into the museum, as well as helping to produce engaging virtual content and events for remote visitors. This position will enhance your knowledge and appreciation of British Columbia's maritime cultures and heritage.

You will interact on a regular basis with our social media following and virtual programs groups on behalf of the museum and will help develop and deliver high-quality museum content to a wide variety of audiences, including children, adults, and seniors. Your role will also include assisting with video editing for virtual content and front-desk visitor engagement. This position will largely be based at our public location in downtown Victoria and will include travel throughout the city at the museum's various locations.

By producing new programs and other public engagement initiatives, the successful candidate will leave a legacy for the future of the Maritime Museum of BC community through engagement in learning. This position can help put someone on the first steps towards a rewarding career in museum programming.

## **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 volunteers. All of us come from different backgrounds, which we believe is part of our strength! We are looking for someone who knows how to manage their time effectively and can easily prioritize the tasks in front of them.

## **YOUR SKILL SET**

- Skilled and enthusiastic communicator
- Ability to undertake detailed tasks and follow direction
- Ability to work closely as a team
- Ability to facilitate enjoyable learning experiences while ensuring the physical and cultural safety of program participants of all ages
- Curiosity and willingness to learn and try new things
- Ability to multi-task with video software and hardware in a live environment
- Basic knowledge of video editing software is an asset
- Basic knowledge of Canadian and BC history
- Availability for weekday, weekend, and evening work as required
- Current First Aid Certificate and/or a second language are considered assets.

## **WITHIN 1 MONTH YOU'LL**

- Explore the theory and practice behind museum learning.
- Familiarize yourself with the museum's current online offerings, including programs, exhibits, live tours, and Maritime Minutes.
- Begin participating in virtual school and public programming through filming, set up, and take down of supplies.



- Have observed and begun taking on a larger role in on-site programming such as Museum Tots, Creative Workshops, and Maritime Masterclasses.
- Think of ways to evaluate current programming for updates and revisions.
- Become familiar with museum social media accounts, and create original posts according to MMBC's established tone, vision, and mission.
- Regularly engage with the museum's social media following to answer questions and enrich content.
- Learn and confidently design marketing content for the museum using Canva online graphic design software.
- Have received training in the museum's off-site collections to source objects for the filming of Maritime Minutes and Live Tours.
- Begin working with video editing software for digital content.
- Have received an introduction to museum operations that allows you to monitor comfortably the Visitor Centre front desk during our opening hours while also leaving time for the tasks listed above.

#### **WITHIN 3 MONTHS YOU'LL**

- Be fully trained in the delivery of most virtual and on-site museum programming and begin facilitating live programs
- Have led multiple Creative Workshops and Museum Tots programs and will be confident in taking the lead on this programming.
- Be thinking of strategies to reach out to an expanded audience in the province of BC.
- Possess a broad knowledge of most content related to the current museum programs, which you will use to engage with new audiences in the museum space and online.
- Be able to take note of program related preparations that need doing and take initiative to see that they are done.
- Be supporting many aspects of programs and events, including marketing assistance, running the virtual portion of hybrid events and introduction of speakers.

#### **WITHIN 6 MONTHS YOU'LL**

- Have developed and honed skills pertinent to museum program delivery, including but not limited to:
  - Establishing an engaging presentation style.
  - Being capable of delivering live virtual and on-site programs, including assessing audience needs and adapting appropriately.
- Have taken over the running and presenting of most in-person programming, including Maritime Masterclasses, Museum Tots, and Creative Workshops.
- Reflect on programs delivered and resources created throughout the internship term to report on areas for improvement and changes.
- Be confident in supporting school programs.
- Complete social media postings, including planning for the months in advance to ensure sustainability of engagement.
- Continue engaging with the public on a regular basis to enhance our online museum content.



- Be ready to transition to the job market, including familiarity with ways to access industry related job postings and supports in career development in the museum field.

#### **ELIGIBILITY**

This position is funded in part through the Young Canada Works at Building Careers in Heritage (YCW-BCH) internship program. An individual may be eligible for an internship if they:

- are a Canadian citizen or a permanent resident, or have refugee status in Canada (non-Canadians holding temporary work visas or awaiting permanent status are not eligible);
- are legally entitled to work in Canada;
- will be 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 with the program;
- are an unemployed or underemployed college or university graduate, that is, not employed full-time;
- are not receiving Employment Insurance (EI) benefits while employed with the program; and
- have not previously participated in or been paid under this or any other Career Focus internship program funded under the Government of Canada's Youth Employment Strategy.

Candidates who identify with the Government of Canada's job equity groups (i.e. youth with a disability, Aboriginal youth, visible minorities and new Canadians) are encouraged to apply. We value those with lived experience and/or experience with DEAI (Diversity, Equity, Accessibility, and Inclusion) work.

A criminal record check will be required of the successful applicant.

Please apply with a cover letter, resume, and three references in that order in a single PDF to Laura Robin, School and Public Programs Manager, by email at [lrobin@mmbc.bc.ca](mailto:lrobin@mmbc.bc.ca).

**Applications are due by 4:00 PM on 25 August 2023.**

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