

Job Posting – Museum Programming Intern

Kelowna Museums Society, 470 Queensway Ave, Kelowna BC V1Y 6S7

The Kelowna Museums Society is located on the unceded territory of the syilx/Okanagan people in the heart of the Okanagan Valley. Our mission is “to provide the public with educational experiences and programs that foster personal participation, stimulate curiosity, and engage the senses with the cultures, histories, and possibilities of the Okanagan region.

We are seeking a dynamic, bilingual recent graduate for a 48-week internship focused on the development of delivery of French-language educational programming. This role is a strategic bridge between our existing English-language resources and the growing needs of the Okanagan’s Francophone and French Immersion school communities. The successful candidate will transition from shadowing senior Education and Programming staff to independently designing and leading curriculum-linked programs, gaining comprehensive experience in project management, pedagogical transcreation, and heritage advocacy. This position reports to the Head of Programming.

Main Duties:

- **Program Development:** Audit and adapt extant English-language school programs into French, ensuring alignment with the BC Ministry of Education’s “Building Student Success” curriculum.
- **Content Creation:** Design and produce high-quality bilingual educational assets, including teacher resource guides, student activity kits, and digital learning tools.
- **Instructional Delivery:** Shadow senior educators and progressively move into the lead facilitation of programs for visiting school groups in both English and French.
- **Community Engagement:** Act as a liaison to the Conseil scolaire francophone (CSF) and local French Immersion schools to promote museums resources and gather evaluative feedback.
- **Institutional Stewardship:** Contribute to the museum’s bilingual capacity by creating a standardized French-language lexicon for future exhibitions and signage.

Requirements:

The intern must have completed a post-secondary degree (bachelor’s or higher) in Museum Studies, French Studies, Education, History, or a related field.

- Fluency in both French and English (written and oral) is mandatory.
- Proficiency in Microsoft Office (Word, Excel, PPT) and graphic design platforms (e.g. Canva).
- Strong public speaking skills and a passion for storytelling in a museum environment.
- Proven ability to work with children and youth; experience in classroom management or non-formal education is a significant asset.
- Demonstrates cultural sensitivity.
- Maintains health and safety standards.
- Satisfactory criminal record check.

This position is funded by the Government of Canada's Young Canada Works Building Careers in Heritage program. Applicants must meet the following criteria to be eligible for the internship:

- Be a Canadian citizen or a permanent resident, or have refugee status in Canada.
- Be legally entitled to work in Canada (have a valid social insurance number).
- Be between 16 and 30 years of age inclusively at the start of employment.
- Be a college or university graduate (certificate, bachelor's, master's, or doctorate).

Pay scale: 23.09/hr plus 17% in lieu of benefits and vacation pay

Duration: Full time (35 hours/week for 11 months) May 4, 2026 to March 31, 2027

KMS is committed to providing a safe, respectful, inclusive, and healthy work environment. All qualified candidates are encouraged to apply. Please apply to hr@kelownamuseums.ca by April 15, 2026.