

JOB TITLE: MUSEUM INTERN

MARKETING - CURATORIAL – EXHIBITS - ADMINISTRATION

TOFINO CLAYOQUOT HERITAGE MUSEUM

Hours of Work: Approximately 35 hours per week, may include weekends

Hourly Wage: \$21.00 per hour plus subsidized housing

Placement Date: Approx. September 12, 2022, to approx. March 4, 2022

A unique opportunity is available with the Tofino Clayoquot Heritage Museum. Applications are currently being accepted from a dynamic and committed individual to fill the Career Placement position of Museum Intern between September 12, 2022, and March 4, 2022. The position will provide an equivalent of 25 weeks of work.

Tofino, British Columbia is located on the west coast of Vancouver Island, a town well known to visitors, artisans, and adventurers, in a region of outstanding natural environment. The Tofino Clayoquot Heritage Museum was established in 2016 and is located near the waterfront in the center of Tofino.

Duties and Responsibilities:

As an intern employee at the Tofino Clayoquot Heritage Museum, the incumbent will experience the range of practical and specific work relative to the ongoing functions and operation of a community museum.

This position offers the opportunity to work on short-term projects, marketing and events, collection management, administration, and public relations as well as curatorial projects and assisting with research and development.

The Museum Assistant – Curatorial will support by assisting with the following project goals:

- Research and development for exhibits
- Marketing of the museum and its exhibits

- Administration including monitoring visitor attendance
- Special events
- Process accessions into the collection
- Photograph and digitize collection items
- Conduct collections inventories
- Curatorial tasks, including inventory and cleaning
- Assist with day-to-day museum operations including opening and closing, reception and communication with visitors,

Qualifications, Knowledge and Skills required for this position include:

- University or college graduate with courses in museum or archival studies, history, anthropology, fine arts, or other related field
- Computer skills including knowledge and experience using Microsoft Word, Excel, Publisher, Power Point, social media, website content and collections database software are considered assets
- Excellent organizational, technical and content writing, research, and manual skills with an aptitude for attention to details
- Excellent interpersonal skills, preferably with some experience in public presentation and interaction and service industries, working as a team member as well as working independently.
- Previous experience in a museum or heritage site environment is considered an asset
- Must be physically fit - capable of lifting 35 lb. from floor to table height and 20 lb. from table to head height

This position is being offered pursuant to a federally funded employment program. Funding for the position is conditional on the applicant meeting the following criteria:

- 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.
- 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 with the program.
- Are unemployed or under employed.
- Are a college or university graduate; and
- Are not receiving Employment Insurance (EI) benefits while employed with the program.

The Tofino Clayoquot Heritage Museum is committed to employment equity and is an equal opportunity employer committed to diversity and inclusion in the workplace.

CANADA'S JOB EQUITY GROUPS The Tofino Clayoquot Heritage Museum is committed to the principle of equal opportunity. As an employer TCHM welcomes diversity in the workplace and encourages applications from all qualified candidates within the scope of each job opening. Applications are welcomed from all members of Canada's job equity groups.

This position is defined by the Tofino Clayoquot Heritage Museum as a position of trust (Child Safety). The successful candidate will be required to have a police information check as a condition of employment (However, not as part of the application process).

Housing may be made available at a reasonable rate to the successful applicant.

If you wish to pursue this unique and interesting opportunity, please submit your resume or questions to tofinomuseum@gmail.com. The successful candidate will be required to further participate in an online eligibility process with the funding agency.

This competition will close when the position is filled.

The Tofino Clayoquot Heritage Museum gratefully operates in the $\lambda a?uukw\text{ia}?\text{t}\eta$ (Tla-o-qui-aht) hahoulthee (traditional territory).

We appreciate all applications; however only short-listed candidates will be contacted.