

## **Sooke Region Museum Job Posting Collections and Online Programming Intern!**

This position is funded through the Young Canada Works Careers in Heritage Program of the Canadian Government. Full details of who is eligible for employment under this program can be found at: <https://www.canada.ca/en/canadian-heritage/services/funding/young-canada-works/students-graduates/careers-heritage-graduates.html>

The general requirements are that you be a recent graduate and that you are 16 -30 years of age at the time the position starts., but please check the above link for full details.

A typical work week will be 37.5 hours, Tuesday to Saturday from 9am to 5pm, with a ½ hour lunch break. Occasional evening and other days may be required. Most of the work will be at the museum, but there may be some remote work opportunities. The pay is \$15 hr. The position will run from early \ mid November 2020 to March 31<sup>st</sup>, 2021.

The ideal candidate will be a graduate of a museum's studies program; anthropology grad; information management program; English grad; Indigenous studies or Communications. YCW positions support job equity requirements.

Strong knowledge of Pacific Coast First Nations is an asset. Experience with computers, databases, collections management, data entry, writing, camera's, livestreaming and social media are also assets.

### Tasks

The main activity will be working with collections database records to prepare them to be put online. This includes proofing and doing research. A concurrent task while review these records, will be the identification of the source of First Nations materials in our collection for further research and for possible repatriation.

The intern will also assist with the development and presentation of online trivia games and assisting staff with the streaming of events and programs.

Sooke is located 40 minutes west of Victoria. There is a direct bus links to downtown Victoria. The area has 18,000 people, a small commercial core and lots of year-round outdoor recreation.

Please send your resume and cover letter to: [info@sookeregionmuseum.com](mailto:info@sookeregionmuseum.com) or drop it off in person to the museum during opening hours at 2070 Phillips Rd., Sooke, BC. Please submit your application by 5pm Pacific Time on Wed Nov 4<sup>th</sup>, 2020.

Only those selected for an interview will be contacted.