



Cumberland Museum & Archives
2680 Dunsmuir Ave, Cumberland, BC V0R 1S0
Cumberlandmuseum.ca | 250.336.2245

Employment Opportunity - Program Development Internship - Job Posting

Application Closes: August 1, 2021

The Cumberland Museum & Archives is looking for a recent graduate to join our team for an internship opportunity in the position of Program Development Intern, working alongside the Museum Director to develop an educational and public program offered for the spring of 2021.

About the Cumberland Museum & Archives

The Cumberland Museum and Archives on Vancouver Island tells the story of the people of Cumberland—the rich, the poor, the powerful, the rebellious, the righteous and the radical. The permanent exhibitions at the museum explore the relationship between individuals, community and industry. The narratives explore how the impacts of industry, have affected people and the land while addressing the social, political and racial challenges the City of Cumberland has experienced through time.

In 2019 the CMA received a Governor General's History Award for Excellence in Community Programming for the reenactment of Albert 'Ginger' Goodwin's funeral process. The CMA is a space for community connection, experience and reflection.

About the Position

Working under the supervision of the Museum's Executive Director, the successful candidate will be leading the redevelopment of the museum's public and educational program offerings. The goal of the program development is to evaluate past programs and develop new engaging programs that meet the needs of a changing community and bring new visitors to the museum. The new programs will add to the visitor experience and expand the museum's narrative to include more diversity to represent the varied ethnic and cultural groups that contributed to the rich history of our community. The candidate will be responsible for planning, developing and evaluating new public and educational programs for the CMA's audiences.

Responsibilities

- Develop ideas, plans and assets for public program offerings
- Develop ideas, plans and assets for education programs that align with BC learning curriculum
- Coordinate all aspects of program coordination and facilitation including program delivery
- Monitor and evaluation program objectives and gather feedback from participants, teachers and students feedback
- Develop key marketing assets for program promotion.
- Provide guest service and administrative support



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- General building maintenance duties
- Aid in exhibition brainstorming, development, delivery

Knowledge and Competences:

- **Recent graduate with undergraduate or graduate degree in museum studies, archaeology, anthropology, history or related field, 30 years of age or under.**
- Minimum of 2 years experience working/volunteering in a museum, gallery or archival setting
- Minimum of 2 years experience with program or group facilitation
- Understand the foundations of learning theory and place-based learning
- Skilled in the use of Adobe programs for design: Illustrator, Photoshop, InDesign etc.
- Strong oral and written communication coupled with strong interpersonal, and collaboration skills
- Critical thinking and innovative problem-solving skills with a high level of self-motivation.

A successful candidate will commit to the term of the project from the date hired Sept 13, 2021 - March 31, 2022, working 35 hours per week, Tuesday through Saturday from 10 am-5 pm. The hourly rate for this position will be \$20.00. A criminal reference check is required. The Cumberland Museum & Archives is an equal opportunity employer and encourage applications from qualified individuals who are LGBTQ2S+, BIPOC, and persons with disabilities. If assistance is required for the application process please reach out prior to the application closing date of August 1, 2021.

Please forward your cover letter and resume by email to: director@cumberlandmuseum.ca

Rosslyn Shipp, Executive Director
Cumberland Museum & Archives
2680 Dunsmuir Avenue, P.O. Box 258
Cumberland, BC, V0R1S0

Submission Deadline: August 1, 2021.