

## Job Posting

### Education Assistant

#### Nikkei National Museum & Cultural Centre

6688 Southoaks Crescent, Burnaby BC

604 777-7000

Period of employment: May 9 - August 26, 2017 (16 weeks)

Hours: 9:30 am – 5pm Tuesday to Saturday

Salary: \$13.50 per hour

The mandate of the Nikkei National Museum (NNM) is to honour, preserve and share Japanese Canadian history and culture for a better Canada.

#### Job description:

The Cultural Education Assistant, under direction from the Nikkei National Museum staff, will assist with the education programs at the Nikkei National Museum. This includes assisting with the production and implementation of public programs, assisting with the annual youth summer camp, walking tours, communications, social media, community events, and outreach activities throughout the summer.

The Cultural Education Assistant will be supervised by the Education Coordinator, meeting daily as needed to set goals, plan work, and assess progress. The Assistant will be mentored by the professional museum staff and will gain experience in public programming, education program development, public service, multi-tasking, and meeting deadlines. There will be an orientation on health and safety practices and emergency procedures, and the student will be provided with the publication "Are You in Danger?". Occasional evenings and Sundays required.

#### Skills required

Student in the field of education, communications, history, anthropology, asian studies, museum studies, arts administration, recreation.

Must be a current full-time student between the ages of 16 and 30 and intend to return to your studies in the fall.

Good level of computer literacy including spreadsheets, database software, email.

Fluent in English with excellent writing skills. Japanese language would be an asset

Knowledge of Canadian History/Japanese Canadian History an asset

Must be a Canadian citizen

Driver's license would be an asset

Candidates will be chosen on the basis of their skill level and ability, therefore we welcome all applicants regardless of race, gender or disability.

#### Applications

Please forward applications with resume by email to:

Sherri Kajiwara - skajiwara@nikkeiplace.org

Applications will be accepted until April 14th.

POSITION IS DEPENDENT ON GRANT FUNDING

We thank all applicants for their interest, however, only those selected for an interview will be contacted.