

***Job posting***

## Museum Intern

Nikkei National Museum & Cultural Centre

6688 Southoaks Crescent, Burnaby BC V5E 4M7 | 604.777.7000

**Period of employment:** April 30, 2024 to October 27, 2023 (26 weeks)

**Hours:** 9:30am-5:00pm Tuesday to Saturday (with occasional adjustments to accommodate special events). 35hrs/week.

**Salary:** \$18 per hour + merccs

**Program stream:** Young Canada Works as Building Careers in Heritage

***Who we are***

The Nikkei National Museum & Cultural Centre (NNMCC) is located on the traditional, ancestral, and unceded territories of the Coast Salish Peoples; and in particular, the xʷməθkʷəy̓ə m Musqueam, Skwxwú7mesh Úxwumixw Squamish, səliłwətaʔt Tsleil-Waututh, and kʷikʷəłəm Kwikwetlem First Nations territories. The NNMCC's mission is to honour, preserve, and share the history and heritage of Japanese Canadians and Japanese culture in Canada. The NNMCC's mandate is to promote a better understanding and appreciation by all Canadians of Japanese Canadian culture and heritage; and awareness by all Canadians of the contribution of Japanese Canadians to Canadian society, through exhibits, programs, services, publications, public use of the facilities, and special events.

***Job description***

The Museum Intern, with direction from the Design & Exhibit Coordinator, will assist with museum gallery and museum shop operations. They will participate in outreach events that share Japanese Canadian history and culture with the public, and support staff in preparing for the NNMCC's annual summer Japanese culture festival Nikkei Matsuri. The Museum Intern will be immersed in the workings of a small, community-based, culturally significant non-profit heritage institution and collaborate with museum programmers and event staff.

***What you'll do (duties):***

- Assist in the installation and de-installation of museum gallery exhibits
- Complete incoming and outgoing condition reporting for artwork and exhibit materials
- Assist in overseeing the upkeep and maintenance of two museum gallery exhibits including contemporary textile artist Setsuko Piroche's exhibit WOVEN and Haq and

History: the Punjabi Canadian Legacy Project, a travelling exhibit created by the South Asian Studies Institute at the University of the Fraser Valley

- Create a marketing calendar structured around important outreach and in-house events that includes a scheduled weekly email newsletters and social media communications for the museum shop. Prepare marketing materials for our annual member's week sale following the NNMCC brand guidelines.
- Assist in preparing shop items for outreach events and oversee shop inventory during the events
- Update and maintain the online shop inventory
- Assist in the research, development, and production of new NNMCC shop merchandise
- Complete museum shop consignment inventory reports
- Assist in preparation for Nikkei Matsuri, including sign making, marketing and website updates
- Provide boots on the ground support at cultural events including the Nikkei Garden Farmer's Market, Powell Street Festival, and Nikkei Matsuri
- Support reception staff by cover two lunch breaks per week. This will include handling museum shop sales, answering public inquiries in person and on the phone, and providing customer service to visitors

**What you'll gain (learning objectives):**

- Experience working in a culturally diverse and dynamic collaborative environment within a mid-sized organization
- Familiarity with Japanese Canadian contemporary artists
- Familiarity with Japanese and Japanese Canadian history and culture
- Experience assisting in the coordination of the installation, de-installation and upkeep of 2 public gallery exhibits
- Organizational skills
- Website skills on platforms Wordpress and Shopify
- Skills in managing a variety of daily, weekly, monthly, and longer tasks/projects and deadlines
- Appreciation of cultural complexities and the importance of cultural sensitivity
- Learn about the intersectionality of Japanese Canadians and other cultural groups in Canada

**Who you are (qualifications):**

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

of our visitors to apply. In accordance with the British Columbia Accessibility Act a request for accommodation will be considered throughout the hiring process.

Graduates in the field of museum studies, curatorial studies, history, anthropology, art administration, Asian Canadian and Asian migration studies, and other fields are encouraged to apply. The NNMCC welcomes graduates from interdisciplinary backgrounds.

Applicants must be organized and detail-oriented, flexible and willing to multitask, work well both independently and collaboratively, be able to meet agreed-upon goals and deadlines, and will perform other related duties as required. Applicants must be fluent in English.

- Seeking a career in the museum or the heritage sector.
- Good level of computer literacy including video meeting applications and email.
- Experience with Shopify, Facebook, Instagram, Twitter is an asset.
- Project management experience is an asset.
- Knowledge of Canadian History/Japanese Canadian History is an asset.
- Are a Canadian citizen or a permanent resident, or have refugee status in Canada.
- 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.
- Are unemployed or underemployed.
- Are a college or university graduate.
- Are not receiving Employment Insurance (EI) benefits while employed.

Note: This position depends on funding through Young Canada Works.

### **How to apply**

Please forward applications with resume and cover letter by email to:

Danielle Jette, Design and Exhibit Coordinator - [hr@nikkeiplace.org](mailto:hr@nikkeiplace.org)

Applications will be accepted until April 16, 2024.

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

### **Location**

The Nikkei National Museum is located in the heart of Metro Vancouver, a 10 minute walk from the Edmonds Skytrain station, with easy access by public transit and car. There is free parking underground. Nearby attractions include the Shadbolt Centre for the Arts, the Burnaby Village



Museum, the Burnaby Art Gallery, and the Edmonds Community Centre. Metrotown Mall is 3km away and downtown Vancouver is 20km away.

[www.nikkeiplace.org](http://www.nikkeiplace.org)  
[tourismburnaby.com](http://tourismburnaby.com)