

## Youth Program Intern

### Nikkei National Museum & Cultural Centre

6688 Southoaks Crescent, Burnaby BC

604.777.7000

Period of employment: April 2026 - March 2027

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

+ occasional Sundays / evenings to accommodate programming

Salary: \$20.00 per hour

### **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 xʷməθkʷəy̓əm Musqueam, Sḵwxwú7mesh Úxwumixw Squamish, səliłwətaʔ 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. We fulfill our mission through a robust archive and collections, exhibits, cultural and education programs, special events, and community partnerships.

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

- Educational facilitation & guidance
  - lead interactive tours for school and community groups through historical galleries and cultural programs.
- Program planning
  - Assist the Education Coordinator in planning curriculum and workshops.
- Collection stewardship
  - Managing budgets for purchasing materials for cultural crafts and games
- Outreach and resources
  - Maintaining educational kits by completing condition reports and assessing damage.
  - Updating educational resources
- Community engagement and operations
  - Represent the NNMCC at events to increase visibility and promote cultural exchange
- Administrative
  - Responding to inquiries from prospective visitors.

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

- Cross-Cultural Programming and Pedagogy
- Project Management
- Scheduling and Time Management
- Behavior Guidance
- Health and Safety Protocols for Children
- Teamwork and Collaboration
- Communication
- Customer Service Skills



- Problem-solving skills
- Volunteer Coordination
- Leadership Skills
- Responsibility as working independently
- Adaptability/Flexibility
- Instructional Design & Delivery
- Trauma informed practices

**Who you are (qualifications):**

Candidates will be chosen on the basis of their skill level and ability. 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.

- A collaborative team player comfortable interacting with children and members of the public
- Organized and detail-oriented; flexible and willing to multi-task
- A strong communicator capable of working on tasks independently
- Must be a recent graduate between the ages of 16 and 30.
- Are a Canadian citizen or a permanent resident, or have refugee status in Canada.
- Are legally entitled to work in Canada.
- Students in the fields of education, communications, history, anthropology, Asian studies, museum studies, arts administration, and recreation are particularly encouraged to apply. The NNMCC welcomes students from interdisciplinary backgrounds.
- Basic computer literacy – comfortable with email, familiar with or able to learn various online collaboration tools such as spreadsheets, Google Drive, and Slack
- Fluent in English; any level of Japanese language is an asset
- Knowledge of Canadian and/or Japanese Canadian history, first aid training, and a driver’s license are assets.
- Successful candidate must pass a criminal record check

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

**Applications**

Please forward resume and cover letter by email to:

Kimiko Yoshino, Education Coordinator - [hr@nikkeiplace.org](mailto:hr@nikkeiplace.org) with subject “Youth Program Intern”

Applications will be accepted until position filled.

POSITION IS DEPENDENT ON GRANT FUNDING

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)