



## NANAIMO MUSEUM

100 Museum Way, Nanaimo, BC, V9R 5J8  
TELEPHONE 250 753.1821  
info@nanaimomuseum.ca www.nanaimomuseum.ca

Please note that the staffing of the following position and its duration are **conditional on the approval of the grant application** submitted to the Young Canada Works program.

### **Museum Translation and Summer Assistant – Job Description**

#### **Tasks and Responsibilities:**

1. Ensure safety and security of the Museum, visitors and themselves
2. Develop French interpretation materials
  - to increase museum capacity in marketing its community based programs and visitor experience
  - for the museum's website, permanent display panels, gallery guides and promotional materials to assist in explaining the historical significance behind certain topics like coal mining, the Bastion, and the Snunéymuxw First Nation
  - in day-to-day internal operations
  - for external operations or for responding to external demands (customer service)
  - for communications activities such as preparing written material & web-based information
  - for promoting community development or cultural activities, museums, guided tours, festivals or theatre, as well as other activities related to tourism.
3. Interpret displays and conduct tours of the museum English essential, French encouraged
4. Work with the Collections Registrar on research of artifacts
5. Administrative duties will include: interacting with the public and leading volunteers assigned to assist with duties.
6. Assist with website information maintenance
7. Assist with publicity and public relations in the community
8. Other duties and assistance as assigned and required

#### **Supervision & Mentoring**

This position will be mentored by the General Manager and the museum's Communication/Rental Coordinator (CRC). The CRC will provide training and an orientation of the job expectations as well as assist in developing short and long term goals to be monitored and discussed with the student on a regular basis.

#### **Health and Safety**

1. Training will be given for on-site requirements.
2. Performance will be monitored to ensure safety for the student and visitors.
3. Workers Compensation publication will be provided.
4. Foodsafe guidelines will be provided for all events planned.
5. Online WHMIS training will be provided for those without the certificate. Successful completion will be required.
6. Proper cleanliness and all work safety standards will be enforced.
7. Education materials, First Aid kits, and emergency numbers will be available.

**(Please see over for further position details)**

## **Suitability:**

As a translator, you need a good foundation of the area of specialization you translate in. No translator can produce a good translation of a text she doesn't fully understand. This being said a person working on Post Secondary Education in Language Arts, Marketing, Arts, Publishing, Tourism and Translation studies would be excellent candidates. This position will be open to those with good written and verbal communication skills in both French and English. Tourism Management, Business Management, and Event/Conference Management, Post-Secondary Education Students in Cultural Resource Management/Museum Studies.

## **Career Development**

1. Communication skills
2. Project management
3. Interpersonal skills- interacting with the public
4. Increase knowledge of British Columbia and local history
5. Task / time management
6. Team development in a small business environment
7. Occupational safety
8. Computer literacy

## **Requirements and Competencies**

1. Was registered as a full-time student during the preceding academic year;
2. Intends to return to school on a full-time basis during the next academic year;
3. Is a student in a secondary, post-secondary, vocational or technical program;
4. Is between 15 and 30 years of age (inclusive) at the start of employment;
5. Is a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act;
6. Is legally entitled to work according to British Columbia's legislation and regulations
7. Ability to use software included in the MS Office 2007 Suite is essential and experience with Adobe CS suite would be an asset
8. Ability to read and write effectively and to understand and follow written and verbal directions.
9. Good communication skills – English and required
10. Good interpersonal skills: team member, community spirited
11. Knowledge of Canadian and local history as well as the significance of the Bastion in Nanaimo.
12. Adaptable and flexible to job requirements, self motivated and responsible
13. Good communication skills, written and verbal - English and French required
14. Good interpersonal skills dealing with the public and staff: team member, community spirited
15. Project management abilities
16. Adaptable and flexible to job requirements
17. Because of the environment this position could include working with children, the successful candidate will be required to furnish a Criminal Reference Check
18. A valid Province of BC driver's license and reliable vehicle is an asset
19. The employee must have the ability to do the following activities, with or without reasonable accommodation: sitting and/or standing for long periods of time.