

BCMA Summer Student

About us

We believe in the transformational power of museums. Founded in 1957, the BC Museums Association represents over 400 members in 144 communities across British Columbia, including museums, art galleries, archives, historic sites, Indigenous cultural centres, science centres and related organizations located throughout BC. We are a provincially incorporated non-profit society and a registered charitable organization that works to create a bright future for BC's museum, gallery and heritage sector through networking, advocacy, innovation and professional development.

Role Description

We are looking for a passionate individual to join our team as a Conference Assistant. The ideal candidate is a self-starter who brings team work, organizational and digital literacy skills, and a passion for the culture sector. The position requires judgment, responsibility and a willingness to learn. Reporting to the Operations Manager, the Conference Assistant will play a role in supporting existing staff and conference planning committee. They will work in our Victoria office with a small, fun team and a large provincial network of members, stakeholders, partners, Board members and volunteers. We offer a creative, inclusive and flexible work environment and the chance to be part of a passionate community dedicated to supporting BC's museum, gallery and heritage sector.

Responsibilities

The Conference Assistant's main responsibility will be supporting administration, communications, public engagement and fundraising for our 2020 conference and GLAM Symposium.

The annual BCMA Conference is a critical event for many industry professionals in BC. It is the only provincial conference focused on museum, gallery and history professionals, and one of the largest networking opportunities for museum and culture professionals in BC.

Since 2017, the BCMA has worked with partner organizations in the gallery, libraries, archives, and museum sector to host an annual collaborative GLAM Symposium. This 1-2-day mini-conference encourages cross-sector collaboration and idea-sharing.

With this position, we are looking for assistance in coordination and communication in regards to both events. The candidate will be given tasks to grow their skills in marketing, communications, fundraising management, event planning, and culture sector administration. They will be tasked with organizing committee meetings, helping with administration and delegate registration online, as well as working with conference presenters to organize bios, photos, and presentations. The candidate will also manage email campaigns, create social media initiatives, write web content, contribute to podcasts and web videos, and seek out fundraising opportunities while working with committees and staff to provide the best assistance to ensure successful events.

Additionally, the candidate will participate in the "Emerging Professionals" sub-committee for our 2020 conference.

This group will work on outreach and programming activities to help attract students and young professionals to the conference and ensure some engaging sessions and activities. They will explore innovative new engagement and networking techniques being used by other conferences and symposia and will develop an action plan for incorporating these techniques at future BCMA events.

In this role, the candidate will develop an in-depth understanding of BC's museum and cultural heritage sector, and have the opportunity to build relationships with dozens of institutions and cultural professionals across BC while coordinating with our planning committees, volunteers, and conference professionals.

Skills and Qualifications

- Passionate about arts, culture, heritage, inclusivity and community
- Highly developed organizational, time management and team work skills
- Strong digital literacy skills
- Excellent written and verbal communication skills
- Flexibility and a willingness to engage with a variety of people and ideas
- Software Skills: Microsoft Office (especially Word, PowerPoint and Excel), social media platforms and knowledge of analytics, and Google applications
- Experience with website content management systems (e.g. WordPress), graphic design platforms and membership management and / or relational database software is an asset

Work environment and compensation

Work Week: Monday – Friday, 35 hours per week. Flexible scheduling possible. Some evening and weekend availability may be required.

Compensation: \$19/hour, plus statutory benefits

Anticipated Start Date: May 11, 2020

Eligibility Criteria

Position is dependent on funding from Young Canada Works. To be eligible, youth must:

- be between 15 and 30 years of age at the start of the employment;
- have completed the school year at the start of employment;
- be registered in the Young Canada Works online candidate inventory;
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment*; and,
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

*Please note that international students are not eligible participants. International students include anyone who is temporarily in Canada for studies and who is not a Canadian citizen, permanent resident, or person who has been granted refugee status in Canada.