

MUSÉE BYTOWN MUSEUM



Programming Assistant Intern

MUSÉE BYTOWN MUSEUM is a vibrant, successful and progressive community museum in the heart of Ottawa, Ontario - the capital of Canada. It is a registered charity, not-for-profit organization. It is celebrating its 100th Anniversary in 2017. The Museum is seeking a dynamic, energetic and experienced **Programming Assistant Intern**. The successful candidate will have superb people, communication and organizational skills, as well as some professional programming experience and ease with current technologies and social media –the future of museums. Fluently bilingual (French and English) is mandatory.

This is a Young Canada Works sponsored Internship for six months. It is for young professionals and recent graduates who want professional experience in programming in a museum work environment.

The Programming Assistant Intern will focus on the development and implementation of public programs and events: educational/interpretative, family, seasonal and exhibition-based. Specifically he/she will take a lead on the BYTOWN MUSEUM's 100th Anniversary Birthday Party in October, the Fall 2017 programming, Winterlude 2018; will develop a curriculum based School Program on the Aboriginal History of Ottawa Region and will take the lead on developing programming and promotion of Doors Open Ottawa 2018. He / she will deliver tours and facilitate in the enhancement of tours and school programs.

The Programming Assistant Intern will facilitate the liaison with tour operators, booked tours and assist with constant updating of programming information on the Museum's, Ottawa Tourism's and other websites.

Degree in education, education in instructional technology, history, museum studies or equivalent.

The Programming Assistant Intern will report to and work closely with the Executive Director to develop, enhance and deliver museum programs and special events.

The BYTOWN MUSEUM is an equal opportunity employer.

Please apply by e-mail to robinetherington@bytownmuseum.ca by 4:00 p.m. on September 26, 2017 with a resume and a covering letter. Or mail it to:

MUSÉE BYTOWN MUSEUM

1 Canal Lane, P.O Box 523, Station B | 1 ruelle Canal, C.P. 523, succursale B

Ottawa, Ontario K1P 5P6 | Ottawa (Ontario) K1P 5P6 www.museebytown.ca / www.museebytown.ca

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