

Public Relations Representative

Full-time (35 hours/week) | \$19/hour

Canada Summer Jobs contract position* (10 weeks - anticipated start date June 1 2024)

Job Description

Nelson Museum, Archives & Gallery, a regional museum, archives, gallery, and historical site, in beautiful Nelson, BC seeks a Public Relations representative to join our dedicated team. Funded by the Canada Summer Jobs program, the successful applicant will gain valuable skills in the museum and gallery sector.

The Public Relations representative will support the work of multiple departments at NMAG, including:

- Public Programs: assisting the Public Program Coordinator to develop family and public programs;
- Curatorial: assist development of exhibition related programs throughout the summer;
- Communications: working with the Communications and Development Manager to develop promotional materials supporting programs and services;
- represent the Museum at community festivals and events;
- Decolonization and Social Justice: assist development of decolonization and TRC programming
- work with the team to co-develop programming for under-represented individuals in the community
- work with the Program team to support the artist in residence
- Work in the Gift Shop as necessary

Job Requirements

- Meet all Canada Summer Jobs eligibility requirements;
- Good computer skills, familiarity with social media an asset;
- Ability to consistently perform delicate and detailed tasks at a high level;
- Customer service skills an asset.

This is a Canada Summer Jobs funded position. Candidates must meet the following criteria:

- be between 15 and 30 years of age at the beginning of the employment;
- 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.

Candidates who identify with the Government of Canada's job equity groups (i.e. youth with a disability, Aboriginal youth, visible minorities and new Canadians) are encouraged to apply. We value those with lived experience and/or experience with DEAI (Diversity, Equity, Accessibility, and Inclusion) work.

Deadline for applications: Friday, April 12, 2024 @ 4pm

Submit your cover letter, résumé and references to:

Jennifer Neal Dunkerson, Executive Director

director@nelsonmuseum.ca

Only those candidates selected for an interview will be contacted. Thank you to all for your interest!

**This position is dependent on funding.*