

# Community Information Officer

Full-time (35 hours/week) for 14 weeks | \$21/hour  
Canada Summer Jobs contract position\*

## Job Description

Nelson Museum, Archives & Gallery (NMAG), a regional museum, archives, gallery, and historical site, in beautiful Nelson, BC seeks a Community Information Officer to join our dedicated team. The Community Information Officer will gain valuable skills in the non-profit cultural sector and will be better equipped to work in community engagement and customer service..

The Community Information Officer will be responsible for developing a system for gathering, communicating, and distributing community information, relevant to museum visitor experiences and inquiries, to locals and tourists who engage with the museum during the summer months. The position will involve coordinating information from museum staff as well as from various local and regional sources. This will include presentation and training opportunities for the employee to communicate findings, statistics, demographics, and visitor inquiries and needs on site. The role will also include an in-depth assessment and survey initiative to inform the museum's formal planning to revitalize and update the permanent historical exhibit in 2025 – 26. It will also involve working with the museum's Indigenous partners to further enact the tenets of Truth and Reconciliation.

## Job Requirements

- Meet all Canada Summer Jobs eligibility requirements;
- Minimum of one year of post-secondary academic education with a proven interest in arts & heritage or communications/marketing;
- Good organizational and computer skills, familiarity with a variety of online media an asset;
- Ability to consistently perform delicate and detailed tasks at a high level;
- Project management and 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 25, 2025 @ 4pm

Submit your cover letter, résumé and references to:  
Jennifer Neal Dunkerson, Executive Director  
director@nelsonmuseum.ca

*\*This position is dependent on funding.*

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