

Royal Ontario Museum
Indigenous Gallery Assistant Intern

SUMMARY:

Under the direction of the Coordinator and Assistant Coordinator of the Hands-on Galleries, we are seeking an energetic, outgoing candidate to fill the role of an Indigenous Gallery Assistant Intern. The intern will facilitate face-to-face engagement with hundreds of visitors daily to ensure delivery of excellent visitor experience. The intern will assist with the operations and administration of the Hands-on Biodiversity Gallery and Discovery Gallery as well as assist with coordination of over 200 volunteers. Candidates must be available to work weekdays and weekends.

RESPONSIBILITIES:

1. Administration:

- Assists with the volunteer program including: orientation of new volunteers, retention initiatives, and administration duties.
- Assists with general office tasks including: scheduling, updating records, photocopying, filing, mailroom delivery, and other tasks related to this position.

2. Facilitation:

- Provides engaging, interactive, visitor-centred facilitation in the galleries to over 500 visitors a day.
- Ensures objects and activities are handled carefully and safely and gallery supplies are replenished.
- Extended periods of concentration required when discussing gallery information with visitors. Long periods of concentration required to learn and comprehend large amounts of new educational material.

3. Research:

- Help create and develop resources (for example, temporary displays, discovery boxes, and facilitation cards), both independently and as part of a team.
- Research background information and ensure that new content is reflected in facilitation.
- Indigenous Knowledge: The Indigenous Gallery Assistant Intern will assist in the creation of resources and activities that reflect Indigenous cultural knowledge, stories, and ways of knowing in relation to gallery themes. These resources will help build an understanding of Indigenous perspectives for staff, volunteers, and visitors.

QUALIFICATIONS:

- Experience working in a customer service position
- Experience working or volunteering with children is an asset
- Strong communication, organization, time-management and conflict resolution skills
- Ability to work as a team member and independently in a fast-paced environment
- Intermediate technical skills with Microsoft Office
- Interest in museums and museum learning, with a desire to create an inclusive museum experience for all visitors
- Post-secondary diploma or degree in Natural History or World Cultures is an asset

DEADLINE FOR APPLICATION: Tuesday, April 23, 2019 by Noon

Send Resume and Cover Letter to: Claire Watts clairew@rom.on.ca

Length of Internship: April 29, 2019 – March 31, 2020

Full-time 35 hours/week (including weekends) @ \$17.50/hour

Interested applicants must be registered with Miziwe Biik Aboriginal Employment and Training.

