

Royal Ontario Museum
Kiowa Wind Memorial (KWM) Indigenous Youth Internship

SUMMARY:

Reporting the ROM Learning Department's Indigenous Outreach and Learning Coordinator, the Kiowa Wind Memorial (KWM) Indigenous Youth Internship will provide research, networking, outreach, and administrative support to continue to advance the newly formed ROM Youth Cabinet. The intern will also play an active role to support digital learning projects and bring a distinct Indigenous perspective to enrich the ROM Learning Department and museum-wide initiatives. The candidate will be mentored by museum professionals and engage in a fast-paced working environment with the public and support professional learning sessions, school visits, and gallery activations.

RESPONSIBILITIES:**1. Support advancement of the newly formed ROM Youth Cabinet (YC)**

- Assists with the volunteer program including: orientation of new volunteers, retention Shadow the Indigenous Outreach and Learning Coordinator to nurture leadership skills, team building, and trust activities with ROM YC members
- Research youth networks to build upon outreach, inform future recruitment of ROM YC membership, and promote ROM for-youth-by-youth initiatives
- Provide administrative support such as preparing reports concerning ROM YC meeting highlights, costs for transportation and meals, and confirming equipment and facility bookings
- Contribute arts-based activities and ideas that support and foster awareness of Indigenous perspectives within the ROM YC

2. Administrative Support for ROM Learning Projects

- Greet school visits covered by the Indigenous Student Engagement Program bursary
- Assist ROM Teachers with teaching collection inventory for Collections Management System (CMS)
- Participate in the development and planning of Learning Staff Indigenous professional learning
- Engage in ROM outreach activities to share information about ROM programs/exhibitions
- Work collaboratively with other staff at the Museum and perform other relevant duties

QUALIFICATIONS:

1. Working proficiency in word processing and spreadsheet applications, and in online collaboration tools such as Google Drive and Dropbox.
2. Ability to communicate using multimedia including graphics, video, sound, and other media.
3. Experience in game design/development and game-based learning an asset.
4. Demonstrated experience within an Indigenous arts-based environment or equivalent cultural setting.
5. Experience researching, developing, promoting, and delivering programs.
6. Leadership experience with community groups or youth councils, volunteer advisory group or board member, or as a consultant on Indigenous youth initiatives.
7. Excellent written and oral communication skills.
8. French language skills will be considered an asset.
9. Applicant must be prepared to obtain a criminal background check.

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

Send Resume and Cover Letter to: J'net Ayayqwayaksheelh jneta@rom.on.ca

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

Full-time 35 hours/week @ \$17.50/hour

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