

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

SUMMARY:

Reporting to 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 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 ROM Youth Cabinet (ROM YC)**

- 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. Ability to communicate using multimedia including graphics, video, sound, and other media
2. Experience using online collaboration tools such as Google Drive and Dropbox
3. Experience in game design/development and game-based learning an asset
4. Work/volunteer 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. Computer literacy including proficiency with word processing, database, and spreadsheet applications
9. French language skills will be considered an asset
10. Applicant must be prepared to obtain a criminal background check

DEADLINE FOR APPLICATION: Monday, March 23rd, 2020 by 12:00 noon

Length of Internship: April 20th, 2020 – March 31st, 2021

Full-time 35 hours/week (including weekends) @ \$19.00/hour

HOW TO APPLY: Please submit a cover letter, resume, and a copy of your completed Miziwe Biik Aboriginal Employment & Training Client Registration Form by email to **J'net Ayayqwayakshealth** jneta@rom.on.ca and **Leslie McCue** lmccue@rom.on.ca Please see [here](#) for link to registration form.

Interested applicants must be registered at Miziwe Biik Aboriginal Employment & Training
SUBJECT TO GOVERNMENT FUNDING APPROVAL