



## **Social Enterprise Intern (YCW)**

**REPORTS TO:** Head of Programs and Outreach

**POSITION TYPE:** Full-time 25-week contract with flexible hours including evenings and weekends. Working days will initially be Wednesday-Sunday.

**PHYSICAL REQUIREMENTS/SKILLS:** The duties of this job include sitting, standing, bending over, kneeling, and lifting or moving objects up to 30 lbs, climbing stairs.

**COMPENSATION:** \$17.50/hour.

The Textile Museum of Canada is seeking a highly motivated team player for the position of Social Enterprise Intern. This position offers active involvement and training in principles of arts administration in a midsize cultural institution.

### **Duties and Responsibilities**

- Support the growth of the Reuse fabric section of our online Museum Shop: populate and maintain online inventory, innovate the online presence, develop marketing content
- Photograph, label and create descriptions of Reuse items for the online Shop
- Working with our marketing team, create engaging content to promote the Reuse Program on our social media channels
- Research local makers, maker groups, arts and community organizations and engage in outreach activities to promote the Reuse Program and establish long-term relationships with these groups
- Support volunteers in their tasks, including recruitment, onboarding, training and retention activities
- Support Reuse Program activities such as sorting, pricing and maintaining organization of displays
- Works to further the goals and objectives of the Museum and participate actively in the life of the institution

- Act in a respectful, accountable, and generous manner towards staff, volunteers, and the general public
- Demonstrate a positive professional presence, inspiring and building confidence both within the Museum and outside the institution among a broad range of constituencies
- Other duties as assigned

### **Skills and Abilities**

- Skilled in establishing priorities, coordinating multiple complex projects simultaneously, and meeting deadlines
- Attention to detail, adaptability, multi-tasking, and time-management
- Ability to work independently as well as closely with a small team
- Experience working with volunteers preferred
- Experience working in a retail environment preferred
- Experience with photography and content creation required
- Highly proficient with MS Office Suite, and experience with Salesforce and Shopify preferred
- Knowledge of textiles considered an asset
- Preferred: prior art museum experience and knowledge of museum operations, standards, practices and procedures

### **Additional Info:**

This is a full-time Wednesday to Sunday contract position for 25 weeks. The position will be a hybrid of remote and onsite work. Hourly rate: \$17.50. This position is hired through Young Canada Works at Building Careers in Heritage.

### **How to Apply:**

Qualified candidates should apply through the Young Canada Works portal and submit a resume and cover letter. Kindly note that we will accept no phone calls. We thank all applicants for their interest but advise that only those selected for an interview will be contacted.

The Textile Museum of Canada maintains a Board of Trustees approved Anti-Racism, Access, and Equity Policy. This application is open to all candidates who meet the eligibility criteria, however in keeping with the Museum's equity goals, we will prioritize those candidates who are BIPOC and/or 2SLGBTQIAP+. Candidates are encouraged to self-identify in their cover letters.

This position is funded in part through the Young Canada Works at Building Careers in Heritage program, and all applicants must be registered in the YCW candidate pool and meet the current YCW-BCH eligibility criteria. Details: <https://www.canada.ca/en/canadian-heritage/services/funding/young-canada-works/students-graduates/careers-heritage-graduates.html>

### **About the Textile Museum of Canada:**

Established in 1975, the Textile Museum of Canada has established itself as a vibrant cultural place promoting community engagement through our programs and services. As the only national museum in

Canada exclusively dedicated to the study and presentation of textiles from cultures around the world, we occupy a unique position among other leading cultural institutions in the country. The universality of textiles is at the heart of our work. It provides the stimulus and opportunity to engage communities around us and thousands of national and international visitors. Through our artistic and educational programs, delivered in both physical and virtual forms, we build on a long history of connecting creativity, cultures, and human histories through the materials of everyday lives.