



Marketing and Development Intern (YCW-BCH) **Textile Museum of Canada**

REPORT TO: Development Manager

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

Established in 1975, the Textile Museum of Canada has established itself as a vibrant cultural space promoting community engagement through our programs and exhibitions. The Textile Museum is the only national museum in Canada exclusively dedicated to the study and presentation of textiles from cultures around the world. This universality of textiles is at the heart of our work; it provides the opportunity to engage communities around us, and national and international visitors. Through our public programs, delivered in person and online, we build on a long history of connecting creativity, cultures, and human histories through everyday materials.

The Museum is seeking a highly motivated team player for the position of Marketing and Development Intern. This position offers active involvement and training in the principles of marketing and revenue generation in a midsize cultural organization. Working with the Development Manager, the intern will assist in expanding the Museum's online presence, and researching prospects for the Museum's giving programs. This position will allow the Museum to further its mission of artistic excellence, and to develop new approaches to audience and donor engagement.

Duties and Responsibilities

- Supporting the Development Manager in promoting the Museum's fundable activities and improving engagement with donors
- Supporting the drafting of solicitation materials for private and public funding bodies

- Inputting new records and making updates to the Museum's comprehensive marketing and fundraising database
- Developing content for the Museum's social media channels and monthly newsletter
- Preparing drafts of impact reports and stewardship communications and packages
- Making cold calls to potential donors over the Holiday Season

Skills and Abilities

- College or University studies in marketing, fundraising, or a related field such as communications, public relations, or museum management
- Excellent communications, interpersonal, and analytical data skills
- Superior verbal and written skills are mandatory, as well as organizational and copy-editing skills, attention to detail, and ability to be self-motivated and disciplined
- Highly proficient with MS Office Suite, and experience with Adobe Creative Suite preferred
- Basic understanding of nonprofit sector required
- Self-motivated, with the ability to problem solve independently and manage workflows and deadlines without direct supervision
- Attention to detail, adaptability, multi-tasking, and time-management
- Smart Serve, First Aid and CPR certificates are assets, as is prior art museum experience and knowledge of museum operations, standards, practices and procedures

Additional Info:

The position will be onsite at the Museum. This position is hired through Young Canada Works at Building Careers in Heritage and applicants must meet the YCW-BCH criteria.

How to Apply:

Qualified candidates should apply through the Young Canada Works portal and submit a resume and cover letter by 5pm on September 21. 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. 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.