

## Job Poster

Program stream: Young Canada Works at Building Careers in Heritage

Job title: Collections and Engagement Intern

Organization name: University of Victoria Legacy Art Galleries

Job location: Victoria, BC

Length of assignment: Tue August 19, 2025, to Tue March 31, 2026

Hourly wage: \$23.75

Work hours: Tues to Sat 9am to 4:30pm. Please note that at this time, the position will be working on-site and in person at the Legacy Downtown with occasional work on campus.

At UVic Legacy Art Galleries, art activates research and learning through university and community collaborations. Our exhibitions and programs promote dialogue around issues that matter. Hand-in-hand with this mission, Legacy's goal is to provide mentorship opportunities to students and recent graduates that further their career possibilities in cultural fields. Legacy's collection of 19,000+ artworks (historic and contemporary art, with a focus on contemporary Northwest Coast Indigenous art) is accessible to the community as well as students and faculty.

**Collections Management (45%)** – As one of their main projects, the YCW student will provide research support on reviewing artworks on loan to UVic departments and help with loan renewal process. With the Director, Curator of Collections, and Art Collections Technician the intern will create a tracking list of loans on campus. Working with the Curator of Collections, the intern will focus on data cleaning projects in the new collections database (Axiell Collections) such as image consolidation, image rights management, researching, and transcribing Indigenous artists' names and place names or standardizing data vocabularies and researching objects to more accurately represent them in our public database.

**Educational Programming (30%)** – The intern will be involved with development and delivery of in-person public programs, including developing and facilitating tours (primary, secondary, university, and adult tours). Assist planning logistics and event management for events. Represent Legacy in external community events to help advertise the exhibition and programming. Developing a self-guided tour package. Send out communications and marketing to community members.

**Visitor Engagement (20%)** - The Young Canada Works intern will be a key Visitor Engagement team member and will be trained by our staff specialist on the Legacy Art Gallery's visitor engagement program. In this role, the intern will meaningfully engage visitors in the content of the exhibitions through a number of strategies and entry points into the exhibition's subject matter, record visitor information, and attendance statistics.

**Exhibitions at Legacy Downtown and on campus (5%)** – The intern will assist with the installation (planning and preparation, condition reporting, installation) of exhibitions in the fall 2024 and early January 2025.

### Qualifications:

The intern will be a recent graduate from a related college or university program with a passion and demonstrated interest in a museum or related cultural sector career. Previous work or volunteer

experience in a museum, gallery, or cultural institution is considered an asset, particularly in the areas of public programming, exhibitions, or collections work.

Excellent verbal and written communication skill as well as research and writing ability. Able to work independently and exercise good judgment. Ability to work as part of a team. Able to manage multiple projects and deadlines and adapt to changing priorities.

Ability to work respectfully across cultures. A demonstrated interest in and understanding of Indigenous culture is required. Able to build respectful and accountable relationships with folks who are racialized, neurodivergent, disabled, 2SLGBTQIA+, from different religions, and others who experience equity barriers.

Advanced computer skills with experience learning new software and creating web-based content. Basic skills in Adobe Creative Suite, WordPress, data entry, and video editing experience would be an asset. Previous experience working in a museum, gallery, or other cultural organization is an asset.

UVic is committed to upholding the values of equity, diversity, and inclusion in our living, learning and work environments. In pursuit of our values, we seek members who will work respectfully and constructively with differences and across levels of power. We actively encourage applications from members of [groups experiencing barriers to equity](#).

Read our full equity statement here: [www.uvic.ca/equitystatement](http://www.uvic.ca/equitystatement)

**Candidates are asked to verify prior to the interview that they qualify for the YCW program:**

- be legally entitled to work in Canada;
- be a Canadian citizen or a permanent resident or have refugee status in Canada. Note: Non-Canadian students holding temporary work visas or awaiting permanent status are not eligible;
- be between 16 and 30 years of age at the start of employment;
- meet the eligibility criteria of the program for which you have been approved;
- be registered in the YCW on-line candidate inventory;
- be willing to commit to the full duration of the work assignment;
- not have another full-time job (over 30 hours a week) while employed with YCW.

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Please apply with a cover letter and resume to Anahita Ranjbar, Curator of Collections at [anahitaranjbar@uvic.ca](mailto:anahitaranjbar@uvic.ca)

Deadline: July 14th, 2025, 5 pm PST.