

Job Poster

Program stream: Young Canada Works at Building Careers in Heritage

Job title: Collections and Engagement Intern

Organization name: University of Victoria, University Art Collections

Job location: Victoria, BC

Length of assignment: Tue September 1, 2026, to Wednesday March 31, 2027

Hourly wage: \$24.00

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

At University Art Collections, art activates research and learning through university and community collaborations. Hand-in-hand with this mission, UAC's goal is to provide mentorship opportunities to students and recent graduates that further their career possibilities in cultural fields. UAC'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— 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. Working with the CMSGC, 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.

— 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 UAC 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 and Educational Programming - The Young Canada Works intern will be a key Visitor Engagement team member and will be trained by our staff specialist on the UAC'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— The intern will assist with the installation (planning and preparation, condition reporting, installation) of exhibitions in the Fall 2026 and early January 2027.

Qualifications:

The ideal candidate should

- 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.
- Be detail oriented and conscientious

- Have a high level of computer skills and digital fluency including experience creating web-based content. Basic skills in Adobe Creative Cloud, WordPress, and data entry would be an asset.
- Have strong written and verbal communication skills in English
- Have a commitment to Anti-Racism, promoting EDI and wellness in the workplace while advancing Truth and Reconciliation in a university art museum environment. A demonstrated interest, understanding and respect of Indigenous culture is required.
- Previous work or volunteer experience in a museum, gallery or cultural institution are considered an asset, particularly in the areas of visitor engagement, programming, exhibitions, or collections work.
- Be able to work both collaboratively and independently
- Be a good independent learner and problem solver
- Able to manage multiple projects and deadlines as well as adapt to changing priorities.
- Ability to work respectfully across cultures.

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.

The University of Victoria is an equity employer and encourages applications from women, persons with disabilities, members of visible minorities, First Nations, Métis and Inuit peoples, and all other Indigenous peoples, people of all gender orientations, and others who may contribute to the further diversification of the University.

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

Please apply with a cover letter and resume to Caroline Riedel, Curator of Collections, University of Victoria Libraries and Art Collections.
Email: criedel@uvic.ca

Deadline: July 13th, 2026, 4 pm PST.

Please note that while we appreciate all applications received, only those selected for an interview will be contacted.