

Internship Opportunity with CANADIAN FEDERATION OF FRIENDS OF MUSEUMS Summer 2024

POSITION:	Intern – Research
LOCATION:	Montreal, QC. Hybrid internship: intern is expected to be at the host organization office location (with a specified number of days in the office determined by the host organization).
DESCRIPTION OF HOST ORGANIZATION:	The Canadian Federation of Friends of Museums (CFFM), established in 1977, is a national non-for-profit organization with its central offices in Montreal, that represents the thousands of volunteers who generously commit their time and their expertise to support museums and heritage sites across Canada. Our registered charity’s mission is to promote and support volunteers through our resource hub, as well educate the public about the value of museums and of preserving Canadian heritage. Our newly formed Young Friends Council (YF) is active in engaging young people in Canadian cultural heritage and organizes hybrid networking events for youth aged 18 to 30. The CFFM is also the spokesperson for Canadian volunteers on the international stage as members of the World Federation of Friends of Museums (WFFM).
INTERN’S DUTIES AND RESPONSIBILITIES:	<ul style="list-style-type: none"> - Assist in the membership drive, while also liaising with our current members. - Undertake the research, the writing, and the editing of our monthly digital newsletter on volunteer management, “Volunteer Voices” and summer edition of “Au Courant” (volunteer bulletin) - Update our website and assist in developing our social media campaign. - Carry out regular office administrative tasks - Participate in outreach and event coordination for Young Friends network (YF). - Assist in coordinating meetings and meeting minutes of the CFFM Board of Directors. - <p><i>Interns’ duties and projects may not all be as listed. These will depend on the needs of the host organization.</i></p>
HOST ORGANIZATION REQUIREMENTS:	<ul style="list-style-type: none"> - Students should be in History and have interest in Canadian heritage - Knowledge of Microsoft Office Suite, MailChimp, Wordpress for websites and social media (Facebook, Instagram, LinkedIn) - Student will need to bring their own laptop. - Excellent communication skills in French and English, written and spoken (must be bilingual). - Ability to take initiative and work independently. - Excellent interpersonal skills. - Good organizational and research skills - Experience in the museum sector or with museum volunteers and volunteering is an asset
HOURS:	Part time, 14 hours a week
DATES:	11 weeks starting May 6, 2024. (Dates to be finalized with host organization)

RENUMERATION:	\$2,640 CAD issued to the intern through a Faculty of Arts Internship Award.
HOW TO APPLY:	Students must complete the online Arts Internship Application Form available on the AIO website: https://www.mcgill.ca/arts-internships/internships/postings
APPLICATION DEADLINE:	February 11, 2024
ELIGIBILITY:	<ul style="list-style-type: none"> - McGill Faculty of Arts students (B.A., B.A & Sc., BSW, B.Th., M.A., MSW) - Minimum CGPA of 2.7* - Returning full-time to McGill in the same program in the fall semester following the internship - Fulfill Faculty of Arts requirements as outlined in the Interns Handbook https://www.mcgill.ca/arts-internships/resources - Provide proof of medical insurance for duration of internship
COSTS:	The intern is responsible for all costs associated with the internship including accommodations, etc. Possibility for STM subsidization to work offices.
ACCOMMODATIONS:	Finding suitable lodging during the internship is the responsibility of the intern.

Please Note:

**If you feel you have experienced barriers which have had an impact on your academic performance and wish to highlight these to the selection committee, the documents/comments will be taken into consideration.*

We will get back to you shortly after the deadline if you are selected for an interview. The Arts Internship Office will then transmit the selected applications to the host organization, which will ultimately be responsible for the selection of the candidate(s). Students who do not receive offers will be notified on a rolling basis as decisions are made.