

## INTERNSHIP OPPORTUNITY WITH Canadian Federation of Friends of Museums (CFFM) SUMMER 2021

<b>POSITION:</b>	Intern
<b>LOCATION:</b>	Montreal, QC (remote)
<b>DESCRIPTION OF HOST ORGANIZATION:</b>	CFFM is a national organization that represents the thousands of volunteers who generously commit their time and their expertise to support museums and heritage sites across Canada. We are dedicated to the promotion and support of the volunteer component in our museums, but we also work at educating the public about the value of museums and of preserving Canadian heritage. We form a strategic alliance with the Canadian Museum Association (CMA), and together we celebrate the work of museum volunteers with the annual Museum Volunteer Award. Our newly formed Young Friends Council (YF) is active in engaging young people in Canadian heritage and organizes events at our member museums for youth aged 18 to 35. CFFM is also the spokesperson for Canadian volunteers on the international stage as members of the World Federation of Friends of Museums (WFFM).
<b>INTERN'S DUTIES AND RESPONSIBILITIES:</b>	<ul style="list-style-type: none"> <li>- Research the needs and priorities of museum.</li> <li>- Assist in the membership drive, while also liaising with our current members.</li> <li>- Undertake the research, the writing and the editing of our monthly electronic memo on volunteer management, Volunteer Voices.</li> <li>- Update our website and manage our social media presence.</li> <li>- Carry out regular office administrative tasks such as mailing and correspondence</li> <li>- Participate in the collection, the writing and the editing of articles for the summer issue of our newsletter, Au Courant.</li> <li>- Participate in outreach and event coordination for Young Friends (YF).</li> </ul> <p><i>Interns' duties and projects may not be as listed. These will depend on the needs of the host organization.</i></p>
<b>HOST ORGANIZATION'S REQUIREMENTS:</b>	<ul style="list-style-type: none"> <li>- Student should be in history or have knowledge and interest in Canadian heritage.</li> <li>- Excellent communication skills in French and English, written and spoken (must be bilingual).</li> <li>- Ability to work independently.</li> <li>- Excellent interpersonal skills.</li> <li>- Good organizational and research skills.</li> <li>- Knowledge of MS Office (Word, Outlook, Excel).</li> <li>- Experience in the museum sector or with museum volunteers and volunteering an asset.</li> <li>- Knowledge of MailChimp, Wordpress and social media (Facebook) an asset.</li> <li>- Student will need to bring their own laptop.</li> </ul>
<b>HOURS:</b>	14 hours per week for 11 weeks
<b>DATES:</b>	<b>May 3<sup>rd</sup> to July 15<sup>th</sup>, 2021.</b>
<b>REMUNERATION:</b>	\$2,500 CAD issued through a Faculty of Arts Internship Award.
<b>HOW TO APPLY:</b>	Students must complete the online Arts Internship Application Form available on the AIO website: <a href="https://www.mcgill.ca/arts-internships/internships/postings/application">https://www.mcgill.ca/arts-internships/internships/postings/application</a>
<b>DEADLINE TO APPLY:</b>	<b>February 15, 2021. 12:00pm noon EST.</b>
<b>CITIZENSHIP REQUIREMENTS:</b>	-
<b>ELIGIBILITY:</b>	- McGill Faculty of Arts students (B.A., B.A & Sc., BSW, B.Th., M.A, MSW)

	<ul style="list-style-type: none"> <li>- Minimum CGPA of 2.7</li> <li>- Returning to McGill in the fall semester following the internship</li> <li>- Students must fulfill Faculty of Arts requirements as outlined in the Handbook for Interns <a href="https://www.mcgill.ca/arts-internships/resources">https://www.mcgill.ca/arts-internships/resources</a> (under General Resources -&gt; Handbook)</li> </ul>
<b>ENTRY REQUIREMENTS:</b>	<p>Interns are responsible for informing themselves of what entry requirements are required to visit and work as an intern in the internship host country. These may include a visa, work permit, passport valid for at least 6 months after entry, and proof of certain vaccinations.</p> <p><u>The intern is responsible for acquiring all necessary documents in time for the beginning of their internship.</u></p>

**Please Note:**

Only short-listed candidates will be contacted. At that time, you may be asked to come in 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).

*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.*