

Job Title: Indigenous Veterans Exhibit Intern

Location:

Thunder Bay Museum

425 Donald Street E.

Thunder Bay, ON P7E 5V1

Tel: (807) 623-0801 Fax: (807) 622-6880

Email: info@thunderbaymuseum.com

Web: www.thunderbaymuseum.com



Duration: 30 weeks, 35 hours per week

Rate of Pay: \$18.70 /hour

Tentative Start Date: 1 September 2025

JOB DESCRIPTION: We are seeking a passionate and dedicated individual to join our team as the Indigenous Veterans Exhibit Intern. The Indigenous Veterans Exhibit Internship is a 30-week summer program designed to engage youth in promoting and sharing the stories of Indigenous veterans from Northwestern Ontario. This internship is part of a larger project focused on the development and circulation of a travelling exhibit about Indigenous veterans. Interns will travel to pow-wows and community events across the region, setting up interactive booths to raise awareness about the development of this travelling exhibit as well as travelling with the completed exhibit. The program emphasizes community engagement and reconciliation, with a focus on gathering feedback, fostering dialogue, and sharing stories of resilience and service. Interns will serve as ambassadors of the exhibit, helping to connect communities to this important historical initiative.

KEY RESPONSIBILITIES:

- Assist with the setup and takedown of the traveling exhibit at various locations.
- Deliver educational programming and presentations related to the exhibit.
- Engage with community members, including Indigenous Elders, veterans, and youth, to facilitate meaningful interactions and discussions.
- Coordinate logistics for exhibit transportation and scheduling.
- Promote the exhibit through social media, local media, and community outreach.
- Collect feedback and data to help evaluate the success of the exhibit.

QUALIFICATIONS:

- Strong interest in Indigenous history and veterans' stories.
- Excellent communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Experience with community engagement and outreach is an asset.
- Proficiency in social media and other promotional tools.
- Must be available to travel within Northwestern Ontario.

PREFERRED QUALIFICATIONS:

- Indigenous applicants from Northwestern Ontario are strongly encouraged to apply.
- Experience in museum studies, history, education, or a related field.
- Knowledge of Anishinaabemowin or other Indigenous languages is an asset.

CONDITIONS OF EMPLOYMENT:

1. Must sign a confidentiality agreement;
2. Be a Canadian citizen or a permanent resident, or have refugee status in Canada (non-Canadians holding temporary work visas or awaiting permanent status are not eligible);
3. Be legally entitled to work in Canada;
4. Be between 16 and 30 years of age inclusively at the start of employment;
5. Have completed the school year at the start of employment;
6. Be registered in the YCW online candidate inventory;
7. Are willing to commit to the full duration of the work assignment;
8. Will not have another full-time job (over 30 hours a week) during the Young Canada Works (YCW) work assignment;

WORKING CONDITIONS:

1. Physical Demands: This position possibly involves physical exertion produced by the incumbent in carrying out the responsibilities of the position beyond a standard office environment. The position requires the occasional ability to lift 22 kg above one's head, crawling, crouching, climbing, and lifting, carrying, and manual labor related tasks. It also involves extended time sitting, walking, and standing.
2. Environmental Conditions: This includes conditions in the work environment that have potential for negative physical impact on the incumbent. Areas of the job location are potentially dirty (including but not limited to allergens, irritants, toxins, and animal waste), loud noises, and temperature extremes from -40° C to 35° C. The incumbent may be required to wear PPE (personal protective equipment) to mitigate these risks.
3. Sensory Demands: Sensory demands are an intense; incumbents will be required to use touch, smell, sight, and hearing to perform their duties on a regular basis.
4. Mental Demands: Mental demands indicate psychological impacts that are an unavoidable part of the job and place increased mental demands on the incumbent.

ONTARIO HUMAN RIGHTS CODE: It is a contravention of the Human Rights Code of Ontario to discriminate on the basis of: race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, marital status, family status, disability, age, record of offences, gender identity or gender expression. Therefore, a resume submitted must not include references to any of the above characteristics.

Do not include:

- Photos

- Any certificates that have photo identification
- Driver's licences
- Police records checks

Note: The above documentation will be requested by the Thunder Bay Museum should you be the successful applicant. Please do not submit your Criminal Record Check with your application.

ACCOMMODATION: Reasonable accommodations are available upon request for all parts of the recruitment process.

APPLICATIONS:

Resume with covering letter emailed or mailed to:

Mr. Scott Bradley, Executive Director

Thunder Bay Museum

425 Donald St. E.

Thunder Bay, ON P7E 5V1

director@thunderbaymuseum.com

DEADLINE: 15 September 2025

The Thunder Bay Museum is an equal opportunity employer and encourages applications from Indigenous peoples, persons with disabilities, members of visible minority groups, and women. All qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents will be given priority. This is in accordance with Canadian immigration requirements.

We appreciate your interest; however, only those selected for an interview will be notified.

About the Thunder Bay Museum: The Society was founded in 1908 as a historical society and a museum was added in 1942 and expanded several times since. Though much of its funding comes from the City of Thunder Bay, the Society is an independent, not-for-profit organization that now operates a museum, archives, and historical society in a designated heritage building that it has restored and retrofitted, and which is leased from the municipality. The Society has an annual operating budget of approximately \$800,000 and employs eight permanent staff, multiple contract staff, and dozens of volunteers. It also has a capital budget that varies depending on its needs. Staff include an executive director, curator/archivist, chief operations officer, exhibit curator, education and outreach officer, front desk receptionist/gift shop manager, and a bookkeeper.