

INTERNSHIP OPPORTUNITY WITH Canadian Federation of Friends of Museums (CFFM) SUMMER 2019

POSITION:	Intern
LOCATION:	Montreal, QC
DESCRIPTION OF HOST ORGANIZATION:	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).
INTERN'S DUTIES AND RESPONSIBILITIES:	<ul style="list-style-type: none"> - Research the needs and priorities of museum. - Assist in the membership drive, while also liaising with our current members. - Undertake the research, the writing and the editing of our monthly electronic memo on volunteer management, Volunteer Voices. - Update our website and manage our social media presence. - Carry out regular office administrative tasks such as mailing and correspondence - Participate in the collection, the writing and the editing of articles for the summer issue of our newsletter, Au Courant, - Participate in outreach and event coordination for Young Friends (YF). <p><i>Interns' duties and projects may not be as listed. These will depend on the needs of the host organization.</i></p>
HOST ORGANIZATION'S REQUIREMENTS:	<ul style="list-style-type: none"> - Student should be in history or have knowledge and interest in Canadian heritage. - Excellent communication skills in French and English, written and spoken (must be bilingual). - Ability to work independently. - Excellent interpersonal skills. - Good organizational and research skills. - Knowledge of MS Office (Word, Outlook, Excel). - Experience in the museum sector or with museum volunteers and volunteering an asset. - Knowledge of MailChimp, Wordpress and social media (Facebook) an asset. - Student will need to bring their own laptop.
HOURS:	3 days a week for 8 weeks
DATES:	Start date: 6, May 2019
REMUNERATION:	Unpaid, successful applicants may be eligible to apply for Faculty of Arts Internship Awards: https://www.mcgill.ca/arts-internships/funding/apply
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 TO APPLY:	January 28, 2019
CITIZENSHIP REQUIREMENTS:	None

ELIGIBILITY:	<ul style="list-style-type: none"> - McGill Faculty of Arts student (completed 60 credits) - Minimum CGPA of 2.7 - Returning to McGill in the fall semester following the internship - Students must fulfill Faculty of Arts requirements as outlined in the Handbook for Interns https://www.mcgill.ca/arts-internships/resources
COSTS:	The intern is responsible for all costs associated with the internship including transportation, accommodations, etc.
TRAVEL ARRANGEMENTS:	Preparing travel arrangements to and from the internship host organization is the responsibility of the intern.
ACCOMMODATION:	Finding suitable lodging during the internship is the responsibility of the intern.

WORKSHOPS:	<p>Successful candidates are required to attend the following sessions:</p> <ul style="list-style-type: none"> - Faculty of Arts Interns Meeting (All internships) - Cross-Cultural Workshop (Internships outside of Canada, the U.S & Europe) - Success in a Professional Environment (Internships in an office setting) - University-Wide Pre-Departure Session (Internships outside of Canada) - Interns Responsibilities and Guidelines (All internships) - International Internship Debriefing Session (Internships outside of Canada, the U.S & Europe)
HEALTH & SAFETY:	<p>All applicants should consult the Global Affairs Canada Travel Reports for the internship host country prior to applying for this internship. https://travel.gc.ca/travelling/advisories</p> <p>Traveling, living and working abroad can involve certain risks to your health and safety that differ from your home country. These may include: crime, political/social instability, tropical diseases/infections, extreme weather conditions, poor infrastructure, etc.</p> <p>The Arts Internship Office cannot guarantee the safety of any intern in their host country. It is up to the student to fully assess and prepare for any health or security risks that may be involved in pursuing this internship. Applicants are encouraged to discuss potential risks with their family prior to applying.</p> <p>Applicants must ensure that they are physically and mentally capable of successfully completing an internship in the internship host country. The Arts Internship Office may request a doctor's attestation that an applicant is sufficiently healthy to complete an internship.</p>
ENTRY REQUIREMENTS:	<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