

Vancouver Maritime Museum Marketing Assistant (Temporary - Canada Summer Jobs)

We gratefully acknowledge and respect the x^wməθk^wəyəm (Musqueam), s^kwxwú7mesh (Squamish), and səliwətał (Tseil-Waututh) who are the stewards of these lands and waters. Our goal is to support these communities and share their stories in a meaningful way.

Nature and Scope of Work

This is specialized work in the Marketing Department of the Vancouver Maritime Museum. An employee in this position assists in the development, coordination, and execution of marketing and communication strategies to promote the museum's programs, exhibitions, events, and initiatives. The work includes supporting digital content creation, managing social media channels, maintaining media and community relationships, and assisting with promotional campaigns. The Marketing Assistant also performs clerical duties such as maintaining mailing lists, updating websites, preparing promotional materials, and supporting marketing-related outreach. This position works under the direct supervision of the Marketing & Communications Coordinator. Work performance is evaluated in terms of the effectiveness and efficiency of marketing and communications efforts.

Examples of Work:

- Assists with the planning and execution of marketing and public relations campaigns.
- Creates and schedules content for social media platforms, newsletters, and the museum website.
- Prepares promotional and print materials such as posters, flyers, brochures, and signage.
- Assists in the development of press releases and communications to media outlets.
- Supports the coordination of media events, exhibit openings, and outreach initiatives.
- Maintains marketing databases, media contact lists, and performance metrics.
- Provides support for photography, videography, and other digital content needs.
- Performs clerical and administrative duties related to marketing and communications.
- Performs related work as required.

Required Knowledge, Abilities and Skills:

- This position is funded by Canada Summer Jobs. Applicants must meet Canada Summer Jobs Eligibility criteria, which includes;
 - Be between 15 and 30 years old at the start of the summer job



- Be a Canadian citizen, permanent resident, or a person whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the job
- Be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations. This includes having a valid Social Insurance Number at the start of the summer job.
- Interest in maritime history and culture.
- Knowledge of marketing principles and digital communication strategies.
- Familiarity with social media platforms, content creation tools, and scheduling software.
- Ability to write clearly and effectively for a variety of audiences and platforms.
- Basic graphic design skills and working knowledge of software such as Canva, Adobe Creative Suite, or similar.
- Ability to work independently and collaboratively within a team environment.
- Strong organizational and time management skills.
- Ability to follow verbal and written instructions and complete tasks with minimal supervision.
- Strong interpersonal skills and the ability to maintain effective working relationships with internal staff and external partners.

Desirable Training and Experience:

Experience in a museum, cultural institution, or nonprofit setting is considered an asset. A driver's License for the Province of British Columbia is not required but is an asset.

Remuneration: \$23.30 Paygrade 15

Employment Term: June 22nd 2026 to August 15th, 2026

This temporary full-time position (8-weeks 35hrs per week) falls under the jurisdiction of CUPE local 15.

How to Apply:

Please apply by email with a cover letter and resume to the attention of:

James Elston, Marketing Manager at marketing@vanmaritime.com

Application deadline: Monday, May 11th, 2026

Thank you for your interest. Please note that only those applicants selected for interviews will be contacted.