

Summer Work Opportunity for UBC History Students!

UBC History Department /Public History Internship Program/

Roedde House Museum, Summer 2022

Are you a UBC History student? Are you looking for summer employment? Are you hoping to gain skills and experience related to your studies? The Department of History's Public History Internship Program, in collaboration with the Roedde House Museum, invites your application for an exciting paid summer internship as a **Programming Assistant and Researcher**.

Public History Internship Program

The UBC History Department's Public History Internship is part of a five-year program supporting students gaining experiences and skills related to public history. Funded by an anonymous donor, it provides students with opportunities to apply their academic studies outside the university by participating in work that engages public-facing institutions with historical research.

About the position

The Department of History and the Roedde House Museum are currently looking to fill the position of **Programming Assistant and Researcher**.

The **Programming Assistant and Researcher's** role is to: provide support for key programming at the Museum, perform research centred in the museum/community, and develop exhibition materials and/or programming derived from that research.

The Roedde House Museum offers a unique experience for visitors: unlike many heritage houses, the rooms are not roped off or behind glass, and some of the artifacts may be handled with care. Each of the eleven rooms has been furnished with artifacts and period items, which were collected over the years, some returned by the Roedde family. The primary goal of this position and the research taken on by the Assistant is to ensure the continued accessibility, conservation and maintenance of our collection for future generations to enjoy.

The Programming & Research Assistant will provide support for key programming at the Museum including acting as an ambassador for external and internal events (including concerts & festivals). This position and presence will ensure that the museum can maintain our opening hours over the summer (peak times) and increase the number of visitors to host. The research performed should be centred around one theme and the materials and programming developed should be curated collaboratively with museum staff and subject matter experts.

This position will work approximately 25 hours a week and be paid \$19.15/hour

Description of Tasks – Programming

- Checking in guests for tours, answering basic questions about the museum's background and history
- Supporting our volunteers with guest services support (helping answer questions, troubleshooting payment system, acting as a lead for special events)

- Supporting external and internal events (such as concerts, festival booths, volunteer minglers) as requested – direction and guidance will be provided by museum staff
- Sourcing and helping develop content for social media

Description of Tasks – Research

- Utilizing the museum’s collection and source materials and publicly available archives and materials
- Abiding by research best practices in collaboration and with support of the UBC Academic Supervisor
- Working collaboratively with museum staff, subject matter experts, and UBC staff (including Academic Supervisor) to ensure that the research is being done respectfully and critically
- Documenting research in an organized and coherent way, so that others may learn from it

Description of Tasks – Research Programming

- Developing exhibition materials and/or programming derived from the research

Proposed Research projects:

- Roedde family history
 - Examples: Researching the lives of the Roedde’s live-in domestic help, the printing shop they owned/managed, the roles of the Roedde women
- West End history
 - Examples: Other immigrant groups in the West End during 1890-1930, notable figures in the West End, notable buildings/architecture in the West End
- Vancouver history
 - Examples: Food history (cookbook) in the city from 1890-1930, photography/portrait history, technology history in Vancouver
- Other neighborhoods in Vancouver (example: Marpole, Gastown, Mount Pleasant, Point Grey, etc)
- Indigenous presence before and during the Roedde time-period

Work Plan (May – August, approximately 16 weeks @ 25hr/week)

Programming Assistant and Researcher will work four days a week and divide their time between work in the office, interfacing with guests/volunteers, and in external research facilities when appropriate. On a typical day (depending on schedule), this role will help staff (Manager or Community Engagement Coordinator) open the House and prepare for guests (if a touring day or if guests are expected). Depending on the day, work will take place in the office, museum, or in external research facilities. The role is expected to help with various hospitality and administrative tasks in the absence of the Museum Manager or Community Engagement Coordinator, such as answering the phone/door or signing in a volunteer.

The Programming Assistant and Researcher will report to the UBC Academic Supervisor, for issues pertaining to research best practices and any employment matters (scheduling time off, clarification of tasks, etc). This role will report to the Museum Manager on a day-to-day basis and provide timely and relevant updates on the research and programming progress.

At the end of the contract (on or by 31 August 2022), the Programming Assistant and Researcher will submit a final report on work conducted and the summer internship experience (including relevant photographs and links to materials created) to Professor Tamara Myers, Coordinator of the Public History Internship Program (tamara.myers@ubc.ca)

Candidate Profile

Roedde House Museum seeks a self-directed, motivated student for the position of Programming Assistant and Researcher. The candidate will have excellent communication and social skills. The ideal candidate will be comfortable with customer service, talking in front of small groups of people and leading volunteers. They will have knowledge of basic computer skills and software and able to perform basic administrative duties. The candidate must be a full-time student intending to return to full-time studies in the fall. An interest in heritage, local history, architecture and artifacts would be an asset.

Applicants must be undergraduate students at UBC studying History. Priority will be given to History majors or honours students, but students who have taken multiple History courses without a declared major are also eligible.

Application process

Send a cover letter and resumé to Tamara Myers at Tamara.Myers@ubc.ca that explains your interest in the position, History courses taken, and include the names and contact information of at least two references (including one academic reference like a current or former instructor). Please ensure that your name is included in the file name and ensure that the subject line of your email refers to the PH internship position.

Applications should be received by 25 March 2022.