

# Museum Digital Content Assistant

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**Program stream:** Young Canada Works in Heritage Organizations

**Job title:** Museum Digital Content Assistant

**Organization name:** PEI Museum & Heritage Foundation

**Job location:** Charlottetown, Prince Edward Island

**Length of assignment:** 2021-06-07 to 2021-08-20 (10.57 weeks)

**Hourly wage:** \$14.00

Join the PEI Museum and Heritage Foundation to help us grow our digital presence through our social media, our website and our podcast!

Check us out on social media (Facebook, Twitter, Instagram) and on our website [www.peimuseums.ca](http://www.peimuseums.ca)!

You will help us create engaging digital content by capturing beautiful images, video and audio of our seven museum and heritage sites, as well as the more than 100,000 artifacts in our collection. You will also research Prince Edward Island's human and natural history and use that research to write content for our digital platforms, including websites and social media.

This position is perfect for a college or university student enrolled in a journalism or communications program with good research, writing, photography and computer skills and a strong interest in history. It is also great for a history student with advanced research, writing, photography and computer management skills. Familiarity with audio and visual editing programs is necessary. Understanding how effective communication through social media can be used for branding and museum outreach is an asset. Fluency in the French language is not required for this position, but is also considered an asset.

The successful candidate will be enthusiastic, self-motivated, organized, and adaptable in addition to having good judgment and communication skills. The student will be comfortable taking on multiple tasks while working cooperatively with others. The ability to lifting 30 pounds and having a valid driver's license is required. A Criminal Record Check will be necessary on offer of placement. The applicant must meet the eligibility criteria defined by the YCW program

([www.canada.ca/en/canadian-heritage/services/funding/young-canada-works/students-graduates/questions-students-graduates.html#a2](http://www.canada.ca/en/canadian-heritage/services/funding/young-canada-works/students-graduates/questions-students-graduates.html#a2))

Note: In addition to submitting your application on the YCW site, you must email your resume and cover letter to: Matthew McRae, PhD, Executive Director; [mjmcrae@gov.pe.ca](mailto:mjmcrae@gov.pe.ca) by May 7th, 2021.

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