H.R. MACMILLAN SPACE CENTRE

1100 Chestnut Street Vancouver British Columbia V6J 3J9

JOB OPPORTUNITY

Position:	**Marketing Assistant - Venture for Canada Internship**
Period of Employment:	**December 3rd, 2026 to April 22nd, 2027 (subject to funding approval)**
Department:	Marketing
Reports To:	Marketing Manager
Hours:	35 hours/week
Rate of Pay:	$18.25 per hour, plus 8% in lieu of vacation & statutory holiday pay
Posting Date:	Thursday, October 29th, 2026
Closing Date:	Monday, November 9th, 2026

Nature of Position

The H.R. MacMillan Space Centre in Vancouver, BC is seeking a highly energetic student with initiative and drive. The Assistant will provide marketing and outreach support, collaborate closely with the Marketing Manager, and primarily focused on developing and implementing social media content. Additionally, they will support other marketing initiatives to promote the H.R. MacMillan Space Centre.

This is a full-time, in-office position with occasional weekend responsibilities to support and coordinate events at the H.R. MacMillan Space Centre.

Major Duties and Responsibilities

The candidate will work with the Space Centre and contribute to social media, outreach, events, and marketing initiatives. Duties include:

- Planning: Aligning content creation with the annual marketing and programming plans in preparation for social media campaigns.
- Content creation and organizing: Creating and organizing new content for social media stories and reels and assisting with filming content as well. Simple graphic design of collateral materials such as infographics will also be required.
- Interdepartmental collaborations and projects assistance: Support Learning team and Marketing team members on planning and coordinating programming, outreaches, events, and activations. The student will be involved in the full lifecycle of projects, from planning through execution and completion. Outreach duties may occasionally involve day trips with the team to conduct portable planetarium sessions.
  Tracking and analytics: the student will have access to campaign and communication results to assist in reporting and evaluation.

Qualifications

At least one year of university or college education (marketing or communications programs preferred)

• Strong written and verbal communication skills
• Excellent organizational and time-management skills, with the ability to manage multiple priorities
• An outgoing, enthusiastic, and professional approach in a public-facing environment
• A collaborative and supportive team-oriented mindset
• Experience using Microsoft Office applications and Canva
• Be comfortable supporting both creative and administrative or analytical tasks
• Demonstrate initiative, adaptability, and a willingness to learn
• Experience shooting and editing video (smartphone video experience is sufficient)
• Comfort engaging in social media dialogue, particularly on Instagram, Facebook, and TikTok
• Some experience with creating, administering, and tabulating surveys (an asset)
• Passionate about astronomy and space science education (an asset)
• Fluency in English

This is a grant-funded student employment position. Candidates must be:

- Registered as a full-time student with the intent of returning to school in the fall
- Canadian citizen or permanent resident
- Legally entitled to work in Canada
- Applications are welcomed from students facing barriers to the labour market, such as Indigenous Peoples, people from visible minorities, and those with disabilities.

Submit a resume and cover letter **no later than 5:00 pm Monday, November 9th, 2026,** by email to the Human Resources Manager: careers@spacecentre.ca

Only those selected for an interview will be contacted.