A Simplified Recruitment Guide for GLAM Organizations

GLAM stands for Galleries, Libraries, Archives, and Museums

The following lists post-secondary institutions with programs relevant to GLAM that include a work-integrated learning (WIL) component such as co-op or practicum, and is meant to simplify student recruitment.

Most work terms are semester based and are indicated with the following symbols: 🍁 Fall (September-December.), ❄️ Winter/Spring (January-April), or ☀️ Summer (May-August). Short placements can take place at the end of a semester, throughout the semester, and in some cases, only in Spring or Summer. **The best time to start recruiting is at least two months before the start of the semester**. All programs require students be paid except those with a * (which are unpaid) or a + (which prefers a stipend be paid or offers the option of either paid or unpaid placements).

For more information on programs and what students learn, visit the schools' websites.

We suggest casting a wide net and recruiting from multiple schools to find the student that's right for the role you are hiring for. **Use ACE-WIL's Post an Opportunity portal to recruit from multiple schools at once:** *acewilbc.ca/post-an-opportunity*.

Talent MATCH is brought to you by:

ACE WIL — Association for Co-operative Education and Work-Integrated Learning BC/Yukon

BC ALLIANCE FOR ARTS + CULTURE

BC MUSEUMS ASSOCIATION

go2HR

Arts, Social Sciences, and/or Fine Arts

(may include students studying History, Sociology, Anthropology, Indigenous Studies, Asian Studies, Humanities, Fine Arts, etc.)

Program	Timing	Duration
Camosun College	🍁 ❄️ ☀️	300 or 420 hours
College of the Rockies	☀️	500 hours
Douglas College	🍁 ❄️ ☀️	420 hours
Kwantlen Polytechnic University: Applied Research or Work Experience within Asian Studies, Anthropology, and/or History *	🍁 ❄️ ☀️	10-30+ hours
Kwantlen Polytechnic University: Arts Practicum *	🍁	120 hours
Kwantlen Polytechnic University: Applied Research in Geography *	🍁	30 hours
Nicola Valley Institute of Technology	🍁 ❄️ ☀️	420 hours
Selkirk College	🍁 ❄️ ☀️	420 hours
Simon Fraser University	🍁 ❄️ ☀️	420+ hours
Thompson Rivers University	🍁 ❄️ ☀️	420+ hours
University of British Columbia	🍁 ❄️ ☀️	420+ hours

Program	Timing	Duration
University of British Columbia: Arts Amplifier Internship (Graduate Students)	☀️	250 hours
University of British Columbia: Arts Amplifier Collaborative Co-Hort Projects (Graduate Students)	🍁 ❄️ ☀️	projects / 70 hours
University of British Columbia: Arts Amplifier Flexible (Graduate, Masters, PhD, and Post-Doc students)	flexible	flexible
University of British Columbia Okanagan	🍁 ❄️ ☀️	420+ hours
University of the Fraser Valley: Arts Practicum +	🍁 ❄️ ☀️	80 hours
University of the Fraser Valley	🍁 ❄️ ☀️	420+ hours
University of Northern BC	🍁 ❄️ ☀️	420+ hours
University of Victoria	🍁 ❄️ ☀️	420+ hours

To recruit from multiple schools at once, use ACE-WIL's Post an Opportunity portal at: acewilbc.ca/post-an-opportunity

Library and Information Technology

Program	Timing	Duration
Langara College: Diploma +	🍁 ❄️	60 or 120 hours
University of British Columbia: School of Information	🍁 ❄️ ☀️	420+ hours
University of British Columbia: Master of Archival Studies or Dual MAS/Master of Library and Information Studies Internship *	🍁 ❄️ ☀️	450 hours

Program	Timing	Duration
University of British Columbia: School of Information: Professional Experience *	🍁 ❄️ ☀️	120 hours
University of British Columbia: School of Information: Practicum Placement *	December, April or August	2 weeks
University of the Fraser Valley: Diploma: Practicum *	❄️	70 hours
University of the Fraser Valley: (Diploma: Co-op)	🍁 ❄️ ☀️	420+ hours

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Museum Studies, Collections/Cultural Resource Management, and Archaeology

Program	Timing	Duration
Camosun College: Archaeological Field Assistant Certificate	☀	150 hours (flexible)
Coast Mountain College: Archaeological & Cultural Resource Management +	flexible	flexible
Emily Carr University of Art & Design: Curatorial Practices and Social Practice & Community Engagement (SPACE)	🍁 ❄ ☀	96-288+ hours
Simon Fraser University: Archaeology (includes Cultural Resource Management & Biological Anthropology Certificate)	🍁 ❄ ☀	420+ hours
University of British Columbia: Master of Museum Education *	☀	flexible

Program	Timing	Duration
University of British Columbia: Master of Archival Studies *	🍁 ❄ ☀	450 hours
University of Victoria: Cultural Resource Management +	☀	50-100 hours
University of Victoria: Museum Studies *	☀	up to 100 hours
University of Victoria: Collections Management *	🍁 ❄ ☀	flexible
University of Victoria: Visitor and Community Engagement *	🍁 ❄ ☀	flexible
University of Victoria: Master of Arts in Public History	☀	420+ hours

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Visual Arts & Photography

Program	Timing	Duration
Emily Carr University of Art & Design: Curatorial Practices, Critical & Cultural Practice, Social Practice & Community Engagement (SPACE), Visual Arts, Film & Screen Arts, and Photography (Focus within Visual Arts)	🍁 ❄️ ☀️	96-288+ hours
Langara College: Professional Photography Practicum * or Entreperneurship Class +	❄️	projects or 8-64 hours
Simon Fraser University: School of Contemporary Arts (Dance, Film, Music, Theatre, Visual Art, and/or Art, Performance & Cinema Studies) *	🍁 ❄️ ☀️	80 or 120 hours

Other Specialty Programs

Program	Timing	Duration
Capilano University: City Studio (works with North Vancouver municipally funded organizations) or Office of Creative Activity, Research and Scholarship *	🍁 ❄️	project based
Kwantlen Polytechnic University: NGO & Non-Profit Studies *	❄️	40+ hours
University of the Fraser Valley: Peace & Conflict Studies +	🍁 ❄️ ☀️	60 hours
University of the Fraser Valley: Global Development Studies +	🍁 ❄️ ☀️	320 hours

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ACE WIL

Association for Co-operative Education and Work-Integrated Learning BC/Yukon

Information for Employers
Key Tips to Hire Post-Secondary Students in BC

Thinking about hiring a student? Students can bring fresh skills to your organization, increase capacity, and help renew your business! But if maneuvering the post-secondary system feels daunting... good news! The Association for Co-operative Education & Work-Integrated Learning BC/Yukon (ACE-WIL) has resources to support you along the way.

From February 2021 until December 23, 2022, ACE-WIL's Talent MATCH and Talent 4 Non-Profits programs are developing resources specifically **targeted to support museums, arts, tourism, culture, hospitality (MATCH), and non-profit organizations.**

Free one-on-one support is available to help with all aspects of bringing on student talent! Contact TalentMATCH@acewilbc.ca to set up a free advising session. If you have questions or require support from January 2023 onwards, reach out to info@acewilbc.ca.

Resources & Webinars
ACE-WIL has an array of downloadable documents and recordings, including:

- Funding sources and webinars with program officers
- Recruitment Guides listing industry- and job-relevant programs
- Tips on being a mentor and mentee
- EDI and Indigenous resource hubs
- Recruitment and interview tips
- A job posting portal reaching all schools
- And so much more!

Steps to Hiring a Student

1. **Consider your organizational needs** and what the student will work on. Will this be a valuable learning experience for them? Is this a co-op or other type of work-integrated learning (WIL)? Co-ops are the most common and are generally 4-months long with full-time hours, but shorter or longer term projects are possible.
2. **Apply for funding** if needed. Note that deadlines for wage subsidy programs range from weeks before the position starts, to a year in advance.
3. **Build your Job Posting:** Use our tips and template to create your most important recruitment tool.
4. **Select schools to recruit from.** Use the map on the ACE-WIL site to see schools near you, review programs with WIL options, and consult Talent MATCH Recruitment Guides to make a list of schools to recruit from.
5. **Use the Post an Opportunity Portal:** This tool on ACE-WIL's website will help you recruit from schools across BC in one step. Find it at *acewilbc.ca/post-an-opportunity*
6. **Review applications** and connect with schools to set up interviews.
7. **Interview applicants:** Use our tips, in addition to our sample interview questions to guide you. Follow up with reference checks to help you make a decision.
8. **Make a job offer!** Follow up with the student's school in case they require any paperwork from you.
9. **Prepare to bring your student on board.** Adjust our onboarding check-list to determine the steps required for a smooth onboarding process.
10. **Reach out to schools or to ACE-WIL** at any point during the process for support. Email info@acewilbc.ca or the school you're working with.

Visit *acewilbc.ca* to learn more and find Talent MATCH and Talent 4 Non-Profits in the Resources menu!