

# Cultural Research & Exhibit Designer

**Organization:** Culture Matters Foundation (CMF)  
**Location:** Hamilton, Ontario (Hybrid/In-Person/Remote)  
**Position Type:** Canada Summer Jobs (Temporary Full-Time)  
**Hours:** 40 hours per week  
**Term:** July 6 22, 2026 to August 14, 2026 (6 weeks)  
**Compensation:** \$17.60 per hour  
**Reports To:** Executive Director

## About Culture Matters Foundation

Culture Matters Foundation (CMF) is a Hamilton-based nonprofit organization that celebrates, preserves and amplifies the voices, stories, and creative contributions of Afro-Caribbean and Black (ACB) communities in the greater Hamilton region. Our aim is to create equitable access to the arts and promote ACB culture. We create opportunities for youth and families to connect with culture, build confidence, and access enriching experiences that foster belonging and personal growth.

Each year, CMF develops a large-scale Black History Month exhibit that educates, inspires, and celebrates the contributions, achievements, and lived experiences of people of African descent. The exhibit is displayed in a prominent public venue and is viewed by thousands of residents, visitors, students, and community members in Hamilton.

## Position Summary

Culture Matters Foundation is seeking a highly organized, detail-oriented, and motivated Administrative Services Coordinator to support the day-to-day operations of the organization. This position offers hands-on experience in non-profit administration, project coordination, community engagement, event planning, and organizational development.

This position is ideal for an upper-year undergraduate student, recent graduate, or graduate student with a strong understanding of Black, African, and Caribbean history, culture, and contemporary issues. The successful candidate will conduct historical and cultural research, identify compelling exhibit themes, gather supporting materials, and assist in the design and development of engaging public exhibits.

The role combines research, storytelling, education, and exhibit development, offering valuable experience for individuals interested in museums, archives, public history, education, cultural programming, community engagement, and nonprofit leadership.

## Key Responsibilities

The successful candidate will:

- Conduct in-depth research on Black, African, and Caribbean history, culture, achievements, innovations, and contemporary issues.
- Identify and recommend potential themes and topics for future Black History Month exhibits.
- Gather and verify historical information from credible academic, archival, and community sources.
- Research significant individuals, movements, inventions, historical events, cultural traditions, and community contributions.
- Source historical photographs, images, documents, and other visual materials suitable for public exhibition.
- Assist in identifying and sourcing artifacts, replicas, and exhibit materials where appropriate.
- Develop exhibit concepts, storylines, timelines, and interpretive content.
- Prepare written summaries, exhibit text panels, educational materials, and supporting documentation.
- Collaborate with community stakeholders, historians, artists, cultural organizations, and subject matter experts.
- Assist with exhibit planning, layout development, and visitor engagement strategies.
- Maintain organized records of research sources, permissions, and exhibit assets.
- Present research findings and recommendations to the Executive Director and project team.

## Qualifications

The ideal candidate will possess:

- Strong knowledge of Black, African, and Caribbean history, culture, and communities.
- Excellent research, analytical, and critical thinking skills.
- Exceptional written communication and storytelling abilities.
- Strong attention to detail and commitment to historical accuracy.
- Ability to synthesize complex information into engaging public-facing content.
- Strong organizational and project management skills.
- Ability to work independently while managing multiple research projects.
- A demonstrated interest in cultural preservation, public history, museums, archives, education, or community engagement.
- Interest in community development, arts and culture, youth engagement, or nonprofit work.
- Professionalism, reliability, and attention to detail.

## Preferred Education and Experience

The following are considered strong assets:

- Upper-year undergraduate student, recent graduate, or graduate student in History, African Studies, Caribbean Studies, Museum Studies, Cultural Studies, Sociology, Anthropology, Education, Public History, or a related discipline.
- Experience conducting academic or community-based research.
- Experience volunteering or working within community organizations.
- An understanding of equity-centered, culturally responsive, and decolonizing approaches to research, storytelling, cultural preservation, and community engagement.
- Experience working with archives, museums, libraries, historical collections, or cultural organizations.
- Experience developing educational materials, exhibits, publications, or interpretive content.
- Knowledge of African history, Black Canadian history and the contributions of Black communities in Canada, the Caribbean and the Black diaspora.
- Familiarity with citation methods, research documentation, and intellectual property considerations.

## Eligibility Requirements

This position is funded through the Canada Summer Jobs program. To be eligible, applicants must:

- Be between 15 and 30 years of age at the start of employment.
- Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act.
- Be legally entitled to work in Canada.
- International students are not eligible for this role.

## What You Will Gain

- Hands-on experience in cultural research, exhibit development, and public history.
- Experience contributing to a large-scale public Black History Month exhibit.
- Opportunities to engage with community leaders, cultural practitioners, historians, and educators.
- Professional mentorship and skills development.
- Portfolio-building experience in research, exhibit design, storytelling, and community-based cultural work.
- The opportunity to help preserve, document, and celebrate the stories and contributions of Black, African, and Caribbean communities.

## How to Apply

Please submit the following:

- Resume
- Cover Letter (optional but encouraged)

Applications should be sent to: **[hello@culturemattersfoundation.org](mailto:hello@culturemattersfoundation.org)**

**Application Deadline:** Jun 12, 2026

Culture Matters Foundation is committed to fostering an inclusive and welcoming environment. We encourage applications from individuals of diverse backgrounds and lived experiences.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.