

Summer 2019 Employment Opportunity: Curatorial Assistant

Friday, May 3, 2019

The Winnipeg River Heritage Museum (WRHM) showcases the people of the Winnipeg River and their stories. We are currently rebuilding, and expect to open our doors this upcoming summer of 2019.

The WRHM seeks to fill **one (1) full-time contract Curatorial Assistant**, located at 19 Baie Caron S. in St-Georges, MB, for a period of eight (8) weeks with a possible start date of May 27, 2019 (negotiable). Remuneration is **\$14.00 an hour, 35 hours a week**. Reports to the Director/Curator and the Assistant Director/Curator.

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JOB DUTIES

- Gain collection management experience in a unique project where you will help move a museum collection into a newly constructed museum, then work to organize, rehouse, and catalogue artifacts once the move is complete. As the museum enters the final stages of reconstruction, join the team and help staff prepare for the grand reopening with a focus on collection work.
- Participate in museum's Re-Org: Canada (Prairies and North) project, and assist with final project results assessment.
- Assist with planning collection storage room layouts and setting up rooms prior to the move of the collection into the new building.
- Assist with planning for, and execution of move of the collection from temporary storage sites into new building storage rooms.
- Identify uncatalogued artifacts and reduce cataloguing backlog.
- Implement innovative storage solutions, build storage mounts and rehouse artifacts as needed.
- Organize and rehouse archives as needed.
- Assist with development and/or review of museum's collection management and exhibition policies and procedures.
- Weekend availability required (1 day per week).
- Assist with other duties as assigned.

SKILLS & QUALIFICATIONS

- Post-secondary school (current or former student), ideally in history, fine arts, museum studies, information/archive studies or other related disciplines.
- Excellent oral and written communication skills
- Excellent organizational skills and attention to detail
- Ability to lift 50 pounds
- Ability to work well independently and as part of a team
- Bilingualism (English & French) is an asset

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HOW TO APPLY

Applicants must be aged between 15 and 30 and be legally entitled to work in Canada. International students are not eligible. Youth from underrepresented groups (e.g. recent immigrants & refugees, indigenous, disabilities, visible minorities, LGBTQ2, women in STEM, etc.) are encouraged to apply and self-identify in their cover letter/resume.

Please forward a cover letter and resume by Friday, May 17, 2019 at 5:00pm CST. We thank all who apply; however, only applicants selected for an interview will be contacted.

Winnipeg River Heritage Museum

Diane Dubé, Director/Curator

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For more about the WRHM, please visit us online:

Website: <https://www.winnipegrivermuseum.com/>

Facebook: <https://www.facebook.com/WinnipegRiverHeritageMuseum/>

Instagram: @winnipegriverheritagemuseum