

2024



Museum Coordinator Position
Virden Pioneer Home Museum
Virden, Manitoba

Start Date April 30, 2024
End Date August 31, 2024

Salary \$17.00 to \$ 20.00 /hr depending on experience

Position : **Museum Coordinator**
Full time seasonal position (18 weeks - 40 hrs/wk) including some weekends

Location: **Virden Pioneer Home Museum**
390 King Street W,
Virden, Manitoba

Museum Info: The Museum was established in 1970 and displays over 11,000 items relating to the Victorian Era of Virden's history. The main house section was constructed in 1888 by a local lumber merchant as a wedding present for his wife and there are 2 floors with a unique turrets on one corner. Three additional Annexes were added on over the years.
The Museum is managed by a small group of volunteer Board members.

Responsibilities Include (but are not limited to):

- help oversee recruitment, leadership, training, coaching and evaluation of staff members; Coordinate the daily operations of the Museum and report to Museum Board.
- Ensure the preservation and presentation of our local history in our Museum by providing a quality interpretive experience by all staff for all visitors.
- Other responsibilities include the administration/maintenance of Museum website and Social Media accounts and marketing efforts on site and at all fundraising events.
- Create and promote all Special Events
- Promote Museum to all educational institutions for school tours
- Provide regular care and maintenance of collections and displays and some general housekeeping duties as required
- Supervise summer staff and create work schedules – submit biweekly payroll info to Treasurer for salary payments

Education, Skills, Experience or Qualifications

- Studies in the Arts, Science, History, Museum Studies, Communications or a related field will be considered including any related experience in a Museum or other interpretive centre.
- A sound knowledge of public relations and customer services is appreciated
- Good organizational, time management and communicational skills are an asset.
- Must be well versed in all basic computer programs available
- Have the ability to prioritize and manage multiple projects and timelines
- Have experience in Event Planning, Marketing and Public Relations or willingness to learn
- Project Management, Supervising and Fundraising experience would be an asset
- Be able to work both as a Team and Independently
- Must be self motivated

This position is open to all applicants - University & Community College students currently in school or graduates between 17 & 30 years of age to comply with any funding grants that may be in place at the time. Otherwise, this position is open to all eligible applicants. We are an equal opportunity employer.

Applications may be sent by email to: virdenpioneermuseum@gmail.com

or mail to: Virden Pioneer Home Museum, P.O. Box 2001, Virden, Manitoba R0M 2C0

Deadline for applications: **April 20, 2024**

We would like to thank all applicants for their interest. All applications will be reviewed to determine which candidates' qualifications most closely match our requirements. Only individuals selected for interviews will be contacted.

If you require further information, please contact Mrs. S. Ivey at virdenpioneermuseum@gmail.com