

2021 Job Poster

Position: **Museum Coordinator**

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



Our 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 turret on one corner. Three additional Annexes were added on over the years. The Museum is managed by a small group of volunteer Board members.

Start Date May 3, 2021
End Date August 31, 2021

Salary \$17.00/hr
Position **Full time seasonal**

Responsibilities:

- Coordinate the daily operations of the Museum and report to Museum Board
- Create and promote all Special Events
- Promote Museum to all educational institutions for school tours;
- Provide regular care and maintenance of collections and displays as well as cleaning and housekeeping duties
- Supervise summer staff and create work schedules

Education, Skills, Experience

- University, Community College or Internship
- Computer Programs including Word, Excel and Access (Microsoft Office) required
- Ability to prioritize and manage multiple projects and timelines
- Experience in Event Planning, Marketing, and Public Relations
- Project Management, Supervising and Fundraising experience
- Work both as a Team member and Independently
- Self Motivated

Application can be sent to: Virden Pioneer Home Museum
Attention: Susan Ivey
virden_pioneer_application@mymts.net

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

Deadline for applications: April 19, 2021 to allow for interviews