

Position: Assistant Curator-Interpretative Tour Guide
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.

We are open Monday to Saturday 9 a.m. – 6 p.m. and Sundays 1 p.m. – 6 p.m.

Start Date May 3, 2021
End Date August 31, 2021
Salary starting at \$13.75/hr depending on experience
Position Full time seasonal
Reports to: Museum Co-ordinator

Responsibilities:

- create special tours for school students during May and June as well as regular guided tours on demand from May 4th to August 31st.
- Create a display at the Farmers Market every Friday; special displays at Downtown Events and during the Rodeo. They will create a special Museum Day or Heritage Day and BBQ; a Kid's Day and special group tours for Day Care and Day Camp children with heritage activities.
- Promote the museum to educational institutions, at special events, and at any other appropriate venues.
- Receive, identify, catalogue and display/store artifact donations
- Must be able to work in a team as well as independently and be self-motivated
- Have excellent interpersonal, organizational and problem-solving skills
- Strong written and verbal communication skills
- Perform all related duties as needed
- Create and promote all Special Events
- Provide regular care and maintenance of collections and displays as well as cleaning and housekeeping duties

Education, Skills, Experience

Position is open to University, Community College or High-school students

Must be a full-time student and be between 15 and 30 years of age who is returning to classes in fall

Ability to prioritize and manage multiple projects and timelines

Experience in Event Planning, Marketing, and Public Relations

Be Self Motivated

Background or interest in history, museum studies, archaeology, tourism or related field.

Have an outgoing personality, previous experience working with the public and the ability to work well with co-workers and independently.

Basic computer skills including all Microsoft Programs including Access and be fluent in written and spoken English.

Well versed in Social Media platforms

Application can be sent by email 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 ROM 2C0

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