

2022 Job Poster for Student Assistant Curator- Tour Guide at Virden Pioneer Home Museum



Position: Student Assistant Curator- 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 (pending) 1 p.m. – 6 p.m.

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Start Date May 2, 2022
End Date August 31, 2022
Salary \$13.75 to \$15/hr depending on experience
Position Full time seasonal
Reports to: Museum Curator/Coordinator

Responsibilities:

- create special tours for school students as well as regular guided tours on demand from May 2th to August 31st.
- Create a display at the Farmers Market every Friday following all Public Health orders at the time
- set up special displays at Downtown Events. 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 while following all Public Health orders at the time
- 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 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, 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 fields.

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
virden_pioneer_home@mymts.net

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

Deadline for applications: April 19, 2022 to allow for interviews