

JOB TITLE: Curatorial Assistant
LOCATION: Daly House Museum, Brandon, Manitoba
START DATE: May 17, 2022
END DATE: September 3, 2022
LANGUAGE(S) OF WORK: English (A second language would be an asset)
WAGE: \$12.10/hour
HOURS: 35 hours/ week, including Saturdays and Sundays

We are looking for a summer Curatorial Assistant with strong research and writing skills to assist the Museum in the research, cataloging and organization of the Daly House Museum artifacts for use in future exhibits and programs. The Curatorial Assistant under the supervision of the Curator will:

- Learn about Brandon and Western Manitoba's history through researching and cataloguing artifacts in Daly House Museum's collections that can be used to create an exhibit on based on a topic of the successful candidate's choice.
- Create weekly social media posts related to the Museum and its collections.
- Other duties will include, but are not limited to conducting general public tours, assisting researchers with information searches, carrying out the opening and/or closing of the Museum, retail services, answering phones and responding to emails; maintaining period rooms and representing the Museum at community events

QUALIFICATIONS:

The successful candidate will meet the following qualifications

- Be working towards an undergraduate degree in, Museum Studies, Archival Studies, Education, Tourism & Hospitality, Cultural Studies, History, Anthropology, Art History, Indigenous Studies.
- Written and oral fluency in English. A second language is an asset but not required.
- Strong interpersonal communication and written communication skills
- Have efficient time management and organizational skills
- Possess basic research skills using paper-based and electronic sources
- Comfortable working independently and as a team member
- Computer proficiency in Microsoft Word, WordPress, Excel and Adobe Photoshop
- Be flexible and good at multi-tasking
- Be able to work weekends and occasional evenings
- Be able to climb stairs and ladders and lift heavy objects
- Will meet all requirements for Young Canada Works

Daly House Museum is an equal opportunity employer. All qualified applicants are encouraged to apply.

Send a resume and cover letter in PDF format only by 4:00 p.m. Friday April 22, 2022 to:

Daly House Museum

122-18th Street, Brandon, MB R7A 5A4

Attention: Eileen Trott, Curator

OR: email to dalymuseum@wcgwave

We thank all applicants, but only those selected for an interview will be contacted