

JOB TITLE: Research Assistant  
LOCATION: Daly House Museum, Brandon, Manitoba  
START DATE: July 5, 2022  
END DATE: September 20, 2022  
LANGUAGE(S) OF WORK: English (A second language would be an asset)  
WAGE: \$12.00/hour  
HOURS: 35 hours/ week

We are looking for a Research Assistant with strong research and writing skills to research the history of musicians, bands, and entertainers in Brandon and Western Manitoba for an upcoming exhibit at Daly House Museum. The Research Assistant under the supervision of the Curator will:

- Assist with the conducting background research on artifacts, photographs and documents to be used in the upcoming exhibit.
- Create weekly social media posts related to the exhibit and Daly House Museum.
- 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; cataloguing artifacts and representing the Museum at community events

#### QUALIFICATIONS:

The successful candidate will meet the following qualifications

- Be working towards an undergraduate degree in any of the following areas is preferred: Museum Studies, Archival Studies, Education, Tourism & Hospitality, Cultural Studies, History, Anthropology, Art History, Indigenous Studies, and Music 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
- Commitment to learning from experience
- Demonstrated initiative and responsibility
- Ability to accept and learn from feedback
- Be able to work weekends and occasional evenings
- Be able to climb stairs and ladders and lift heavy objects

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. Saturday, June 18, 2022 to:

Daly House Museum  
122-18th Street, Brandon, MB R7A 5A4  
Attention: Eileen Trott, Curator  
OR: fax 204/727-1722  
OR: email to [dalymuseum@wcgwave](mailto:dalymuseum@wcgwave)

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