



2023

Museum Coordinator Position

Virten Pioneer Home Museum
Virten, Manitoba

Start Date May 1, 2023
End Date September 30, 2023
Salary \$17.00 to \$ 20.00 /hr
Position : **Museum Coordinator**
Full time seasonal
Location: **Virten Pioneer Home Museum**
390 King Street W,
Virten, Manitoba

Museum Info: The Museum was established in 1970 and displays over 11,000 items relating to the Victorian Era of Virten'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.

Responsibilities Include (but are not limited to):

- 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 and Independently
- Self Motivated

Applications are to be sent to: Virten Pioneer Home Museum
Attention: Mrs. S. Ivey
virten_pioneer_application@mymts.net

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

Deadline for applications: **April 15, 2023** to allow for interviews
Only those individuals selected for an interview will be contacted.