



Job Posting - Collections Management Assistant

May 3 - August 31, 2020

\$13.50/hour

Full Time - Contract

The Fort la Reine Museum is seeking an enthusiastic Collection Management Assistant for the upcoming 2019 Spring/Summer season. The candidate should possess a passion for public relations, historic research, and heritage preservation, ideally with experience managing cultural or archival collections. This role must be filled by an individual who is organized, personable, creative, and detail-oriented. This position involves working with our visiting public and a small team of museum staff in addition to collaboration with a diverse group of volunteers.

Special Requirements:

All candidates must be [full time university/college](#) students who will return to full-time studies in the Fall of 2020. All successful candidates must be [between 16 and 30 years of age](#). Fluency in English is required, and French an considerable asset. Own transportation is a must as the museum is located 4km east of Portage la Prairie city centre. The hired individual will have to be registered with the Young Canada Works website.

Qualifications:

- Familiarity with public and educational programming within a museum setting is an asset.
- Good organization and project management skills.
- Attention to detail, and the ability to conduct and complete research projects.
- Advanced computer skills, research skills, and referencing skills.
- Self motivated, but also social, and likes to work in, and be part of a group environment.
- Strong oral and written communication skills.
- Post secondary experience in administration, library studies, history, english, education, and/or the social sciences required.

- Knowledge or demonstrated interest in culture, art, heritage of the Canadian Prairies/Canadian Heritage.

Duties:

- Assist the Executive Director in re-organizing the Museum's permanent collection both physically and online.
- Process new and outstanding donations (artefacts) following the collection management policy and cataloguing procedures set in place.
- Conduct research projects assigned by the Executive Director and Museum Assistant for upcoming programs, exhibits, and/or acquisitions.
- Assist in preparing for, and dismantling temporary exhibitions.
- Assist in cleaning and preserving heritage buildings and artefacts.
- Booking private tours/field trips via phone/email, and helping to coordinate special events and seasonal programs, and providing visitors with tourist information may be required.
- Take in payments and process daily deposits using Square (admission, special events, and gift shop).

Training And Scheduling:

The first day of employment is tentatively reserved for May 3rd, 2020. Significant safety, conservation, and interpretation training will be provided by the Executive Director and senior staff during the first week. The second week will see a continuation of this orientation, in addition to heritage building cleaning, temporary exhibit installation, and season opener preparation (tentatively scheduled for Mother's Day). Ongoing supervision will be provided by the Executive Director throughout the season.

Please submit your resume and cover letter via email or in person before **April 17th, 2019**.

We thank in advance all applicants and will contact those that are selected for an interview.

Madison Connolly, Executive Director

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<http://www.flrmuseum.com>

FB: Fort la Reine Museum

Twitter/Instagram: @fortlareine