



Job Posting - Museum Coordinator

April 29 - August 31, 2020

\$15.00/hour

Full Time - Seasonal Contract

The Fort la Reine Museum is seeking an enthusiastic Museum Coordinator for the upcoming 2020 Spring/Summer season. The candidate should possess a passion for public relations, community engagement, and heritage preservation, ideally with experience managing cultural or heritage programming. 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:

- Administrative experience
- Familiarity with public and educational programming within a museum setting is an asset.
- Good organization and project management skills.
- Attention to detail
- 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, communications, history, the humanities, education, and or the social sciences.

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

Duties:

- Assist the Executive Director in scheduling staff, submitting bi-monthly staff timesheets, booking private tours/field trips via phone/email, and helping to coordinate special events and seasonal programs.
- Supervising/leading seasonal employees with work related tasks.
- Regular management of social media platforms and website.
- Advertising for special events and seasonal programming.
- General cleaning, artefact conservation work, and light maintenance as needed.
- Tour/program delivery and facilitation.
- Take in payments and process daily deposits using Square.
- Plan, prepare, deliver and evaluate public and educational programs.

Training And Scheduling:

The first day of employment is tentatively reserved for April 29, 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/cover letter (via email or in person) before **April 17, 2020**.

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

Madison Connolly, Executive Director

info@fortlareinemuseum.com

<http://www.flrmuseum.com>

Facebook: Fort la Reine Museum

Twitter/Instagram: @fortlareine