

TRANSCONA HISTORICAL MUSEUM

Position: Assistant Curator

Position Description

The Assistant Curator helps the Museum Curator with operations, communications, and the documentation, maintenance and preservation of the Museum Collection; for the research, exhibition and interpretation of historic artifacts and archival materials, in a manner that maintains and promotes the history, stories, and community spirit of Transcona. The Assistant Curator is an employee of the Transcona Historical Museum Board of Directors.

This is a **full time, permanent position** with a **starting wage of \$17.00/hr for a 35 hour week**. The work week is typically **Tuesday to Saturday**, but there may be some evening and weekend work.

Duties and Responsibilities

1. The Assistant Curator helps the Museum Curator with the documentation, maintenance and preservation of the museum collection:
 - Follows a programme of responsible collections management that includes cataloguing artifacts, processing archival donations, maintaining an accurate inventory of all collections, as well as managing loaned materials.
 - Assists with the digitization, documentation and management of electronic records and information.
 - Follows a programme to monitor and regulate environmental conditions affecting the collections and exhibitions, including temperature, humidity, light and pests.
2. The Assistant Curator helps the Museum Curator with the research, exhibition and interpretation of historic artifacts and archival materials, in a manner that maintains and promotes the history, stories, and community spirit of Transcona:
 - Assists with the research, design, and production of in-house, off-site and virtual exhibits.
 - Greets visitors, conducts tours, and performs routine checks of the exhibits and objects on display.
3. The Assistant Curator may assist in the supervision and training of volunteers, summer students and contract staff.
4. The Assistant Curator assists in the compiling of statistics and submission of written reports.
5. The Assistant Curator may be required to represent the Transcona Historical Museum, the THM Board of Directors, or the Museum Curator in matters pertaining to the museum.
6. The Assistant Curator will be required to supervise museum operations during the absence of the Curator and performs other duties consistent with the classification as required.

Qualifications

1. University degree in history or an area of academic specialty related to the museum.
2. Experience in museum work.
3. Demonstrated experience in collections management and collections care.
4. Ability to communicate effectively, both orally and in writing.
5. Demonstrated ability to relate well to staff, volunteers and general public.
6. Applicants are subject to a criminal records check.

7. Valid Class 5 Manitoba Driver's License

Please send resume with a cover letter outlining your qualifications to the attention of the THM HR Hiring Committee:

Email: info@transconamuseum.mb.ca

Mail: 141 Regent Ave West, Winnipeg, MB, R2C 1R1

Fax: 204-222-0208

The position will remain open until a suitable candidate has been found.

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