

MUSEUM EDUCATOR (Summer Student), Transcona Museum

The Transcona Museum is looking for **1** dynamic, creative, engaging individual to join our team as our Museum Educator. The position is for **14 weeks, 35 hours a week and pays \$16.10/hr.** As the position is funded through Young Canada Works (YCW) in Heritage Programs, applications must meet the YCW eligibility requirements and be registered at the YCW website when they apply. All work will take place at the Transcona Museum, 141 Regent Ave. West, Winnipeg, MB. Potential start date of May 26, 2026.

Job Function

The Museum Educator is responsible to the Museum Curator for implementing the TM summer programs, assisting with oral and written communications as well as answering the telephone, providing visitor services, and assisting with other events and projects as directed.

- The Museum Educators will revamp and run our annual KidsQuest community scavenger hunt program, which runs for 8 weeks in July and August. The program is for youth ages 5-12. They will also investigate other programming opportunities available for the future
- Communicate with new and past donors to the KidsQuest for prizes, donations, or in-kind contributions.
- Communicate with KidsQuest program participants and sponsoring organizations.
- Assist the Museum Curator in the preparation of activities, greet and direct participants (ages 5-12, some pre-school).
- Run our Craft-with-Us program during July and August, and keep accurate attendance statistics. Craft-with-Us runs on Mondays, Wednesdays, and Fridays. The activities, different every day, are free and open to children and youth. All activities reflect aspects of the museum and our mission
- Assist with and lead walking tours as part of our walking tour program in July and August.
- Assist with public tours and public hours one morning a week at the CN2747 historical steam locomotive.
- Assist with the creation and delivery of evening events at the TM during the summer months, if applicable.
- Communicate with visitors to the museum: greet visitors, assist with gift shop sales, provide tours in the gallery and throughout the community, and answer questions. Will answer telephones and respond/redirect inquiries.
- Assist with elementary school tours and school programming in May and June.
- Create promotional materials for KidsQuest, Craft-with-Us and Walking Tours
- Create short videos to be uploaded to social media/networking sites that showcase and promote the TM and our holdings, activities and the community.
- Assist the Museum Curator and Assistant Curator with the creation, production, and distribution of the TM monthly newsletter.
- Communicate with members, media, local businesses and community organizations: assist with the preparation of communications, including press releases, posters, letters, website information, and social media content, and distribute as requested.
- Assist with the organization of events and programs for youth and families, such as but not limited to Doors Open, Hi Neighbour Festival, Historic Places Days, Transcona Biz events, Canada Day celebrations, and the special CN 100th Anniversary Community Celebration planned for June 20, 2026.

- Responsible for collecting and compiling accurate visitor attendance statistics.
- In the absence of the Curator or the Assistant Curator, the student may be asked to purchase materials for programming. They could also be handling money received for donations or programs. They will need to keep records and receipts, and it will be the responsibility of the student to account for and report to the TM Board Treasurer.
- Write a final report of activities that will be submitted to the TM Board of Directors.

Qualifications

- University student or college student enrolled in an education, communications program, history, museum studies, marketing and promotion, or an arts program or discipline related to history.
- Interest in history and historical artifacts, and a career in the museum field are important.
- Experience with social media/networking sites is an asset.
- Computer experience necessary; software skills, internet skills and social media video production skills required.
- Strong organizational and research skills required.
- Excellent written communication and dynamic oral interpretation skills required.
- People-oriented and enjoys working with the public.
- Self-motivated, strong organizational skills and ability to work both alone and with others.
- Knowledge and appreciation of local history are assets.
- We seek diversity in our workplace. Aboriginal persons, women, visible minorities, and persons with disabilities are encouraged to self-declare. If you are a person with a disability and require accommodation in order to successfully submit an application, please contact us at info@transconamuseum.mb.ca to make your accommodation request.
- Meet the YCW in Heritage Organizations eligibility requirements and be registered with the YCW website

Applicant Information: Send resume and cover letter by fax, email or regular mail by May 1, 2026 to:

Museum Curator
 Transcona Museum
 141 Regent Avenue West, Winnipeg MB R2C 1R1
 Tel: (204) 222-0423
 Fax: (204) 222-0208
 Email: info@transconamuseum.mb.ca

Please ensure you meet all YCW eligibility requirements before applying.