

MUSEUM CATALOGUER (Summer Student), Transcona Museum

The Transcona Museum seeks **1** motivated, organized and enthusiastic individual to join our team as our Museum Cataloguer. The position is for **8 weeks, 35 hours a week (Tuesday-Saturday) and pays \$16.10/hr.** As the position is funded through Canada Summer Jobs, applications must meet the CSJ eligibility requirements. All work will take place at the Transcona Museum, 141 Regent Ave. West, Winnipeg, MB. Potential start date of no later than July 7th, 2026.

Job Function

The Museum Cataloguer will work on collections management projects, including cataloguing, data upgrades, photography and other tasks to add or improve collection information. They will assist with incoming research requests and with other events and projects as directed.

- The student will: accession new and backlogged artifacts and archival material into the collection following museum and archival standards, ensuring that new artifacts are photographed or scanned as needed to set museum and archival standards. That will also include uploading digital photographs and copies into the new database, and saving Master and surrogate copies to the proper locations on the server.
- The Museum Cataloguer will assist with the cleanup of data resulting from the migration of our Virtual Collections (VC) database into the new Collective Access (CA) database, which includes: preparing records for the online public portal (Musetoba) that is searchable to select fields which include: preparing archival records and fields for the public portal, selecting images for the public portal of the database, reviewing descriptions for clarity and accuracy.
- The student will: assist museum staff with the changing of our offsite exhibitions, which may include artifact selection, condition reports and inventory and installation.
- The student will: assist with the museum's integrated pest management policy and procedures and environmental monitoring, ensuring the data and records are kept monthly.
- The student will: assist with research requests as they come in from the general public, other institutions, and members of the museum.
- The student will: Assist with public hours at CN2747. That will include opening the site for visitation, giving tours, providing interpretation and closing up the site.
- The student will: assist in day-to-day operations as required (opening and closing the museum, answering telephones, greeting visitors, assisting researchers, covering the gift shop) and helping with special events as they arise.
- The student will: complete a final report for presentation to the TM Board of Directors with details and outcomes on their projects.

Physical demands of the job include sitting at a desk for long periods, using a computer, camera and other digital devices, and accessing the collections in storage (may include using a ladder, lifting items up to 20lbs, and moving items safely off the shelves).

Qualifications

- Priority given to a university student or college student enrolled in museum studies, archival studies, history, education, or an arts program or discipline related to history.
- Museum collections and/or Archive collections experience is an asset
- Computer experience necessary, database skills, software skills, and internet skills
- Demonstrated attention to detail and ability to manage information, strong organizational and research skills required
- Demonstrated time management and organization skills
- Excellent written communication and dynamic oral interpretation skills.
- Ability to work independently
- Comfortable working with the general public
- Self-motivated, strong organizational skills and ability to work both alone and with others.
- Knowledge and appreciation of local Transcona history is an asset.
- Meets the requirements of Canada Summer Jobs
- We seek diversity in our workplace. Aboriginal persons, women, visible minorities, and persons with disabilities are encouraged to apply.

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.

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

Museum Curator
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