



MUSEUM CATALOGUER, 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 \$14.50/hr working Tuesday-Saturday**. As the position is funded through Canada Summer Jobs, therefore applications must meet the Canada Summer Jobs eligibility requirements. All work will take place at the Transcona Museum, 141 Regent Ave. West, Winnipeg, MB. Potential start date of May 30, 2023, but this is flexible.

Job Function

The Museum Cataloguer is responsible to the Museum Curator for: completing incoming research requests, collections management projects that are ongoing at the museum, and assisting with other events and projects as directed.

- Assist with the cleanup of data resulting from the migration of our Virtual Collections Database (VC) in the new Collective Access (CA) database, which includes:
 - Preparing records for the new public online portal by cleaning up searchable fields- that will include reviewing records, moving information in fields, adding new information, reformatting information.
 - Selecting images for records
 - Uploading digital photographs and copies into the database
 - Scanning archival photographs to archival standards and uploading them to server and surrogate copies to the database.
 - Cleaning up Lepidoptera records
- Accession new donations and backlogged donations into the collection to full museum and archival standards.
- Assist staff with changing of temporary exhibition located in the community.
- Assist with research requests that come in from the public.
- Assist in day-to-day operations as required (answering phone, greeting visitors, assisting researchers).
- Assist with special events, community events and or fundraising events that the museum participates in or puts on if applicable.
- Write one blog highlighting the museums collections
- Follow and assist the Transcona Museum staff with any COVID 19 safety, cleaning and disinfecting procedures.
- 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, archival studies, education or an arts program or discipline related to history.
- Interest in history and historical artifacts and a career in the museum field.



- Familiar with social media/networking sites an asset.
- Computer experience necessary (Microsoft Office), database skills, software skills, internet skills and video production skills required.
- Strong organizational skills and research skills required.
- Excellent written communication and dynamic oral interpretation skills.
- People-orientated and enjoys working with the public.
- Self-motivated, strong organizational skills and able to work both alone and with others.
- This position may require sitting for long hours at a computer, and/or lifting heavy boxes (<50lbs)
- Knowledge and appreciation of local Transcona history is an asset.
- We seek diversity in our workplace. Aboriginal persons, women, visible minorities, and persons with a disability are encouraged to self-declare. If you are a person with a disability and require accommodation to successfully submit an application, please contact us at to make your accommodation request.
- Meet the Canada Summer Jobs eligibility

Applicant Information: send resume and cover letter by fax, email or regular mail by May 12, 2023 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