

## **Museum Cataloguer, Transcona Museum**

The Transcona Museum is looking for **1** dynamic, creative, engaging individual to join our team as our Collections Assistant. The position pays **15.50/hr** and is a **35hr/wk**. The position is funded through Canada Summer Jobs so applications must meet the CSJ eligibility requirements. All work will take place at the Transcona Museum, 141 Regent Ave. West, Winnipeg, MB. The anticipated start date is no later than May 28, 2024 and end date is August 31, 2024.

### **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 (VC) database into the new Collective Access (CA) database, which includes:
  - Preparing records for phase two of the project where there is an online public portal that will be searchable to select fields which includes:
    - Selecting images for public portal of database
    - Reviewing descriptions for clarity and accuracy
  - Uploading digital photographs and copies into the new database
    - This includes: scanning archival photographic collection and uploading the masters to the server and the surrogate files to the database
  - Searching and repairing any records with missing information or information that requires reformatting, corrections or indicated errors from the program
  - Comparing new records in CA to records in VC to ensure all relevant data has been transferred.
- Accession new and backlogged artifacts into the collection to full museum standards, including photographing artifacts
- Assist museum staff with the changing of our offsite exhibitions: may include artifact selection, condition reports and inventory
- Assisting with research requests as they come in from the general public, other institutions, and members of the museum.
- Writing 1-2 collections stories to be uploaded to our blog and social media pages
- Assist in day-to-day operations as required (answering telephones, greeting visitors, assisting researchers) and helping with special events (e.g. Hi Neighbour Festival, Doors Open and Canada Day events).
- Complete a final report for presentation to the TM Board of Directors.

### **Qualifications**

- University student or college student enrolled in an education, program, history, museum studies, or an arts program or discipline related to history.  
Interest in history and historical artifacts and a career in the museum field are important.
- Computer experience necessary: database skills, software skills, and internet skills required. The museum utilizes Microsoft office, Virtual Collections and collective Access
- Photograph skills considered an asset
- Strong organizational skills and research skills required.
- Excellent written communication and dynamic oral interpretation skills required.
- People-orientated and enjoy working with the public.
- Self-motivated, and able to work both alone and with others.
- Knowledge and appreciation of local history is an asset.
- This position may require sitting for long hours at a computer, lifting heavy boxes (<50lbs)

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 in order to successfully submit an application, please contact us at [info@transconamuseum.mb.ca](mailto:info@transconamuseum.mb.ca) to make your accommodation request. Accommodations will subsequently be provided if requested.

**Applicant Information: send resume and cover letter by fax, email or regular mail 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](mailto:info@transconamuseum.mb.ca)

**Applications will be reviewed as received and interviews will be held with qualifying applicants. The application deadline is May 1, 2024.**

**Please ensure you meet all CSJ eligibility before applying.**