



CAREER OPPORTUNITY CURATORIAL ASSISTANT – INTERNSHIP (9-MONTH)

The Sam Waller Museum is currently seeking an enthusiastic and detail-oriented individual to join our team as a Curatorial Assistant through the Young Canada Works Building Careers in Heritage Internship program. This is a valuable opportunity for someone interested in gaining hands-on experience in a museum environment, supporting collections management, exhibitions, programming, and public engagement.

ELIGIBILITY:

This position is funded through the Young Canada Works (YCW) program. Candidates must meet the YCW eligibility criteria, including:

- Being a recent graduate of a post-secondary institution
- Being legally entitled to work in Canada
- Being under the age of 30
- Not having previously participated in a YCW-BCH internship

SKILLS & QUALIFICATIONS:

- Completion of Grade 12 is required.
- Previous museum or cultural institution experience is considered an asset.
- Strong attention to detail and excellent written and oral communication skills.
- Ability to work independently or collaboratively as part of a team.
- Data entry experience and familiarity with museum database systems are assets.
- Experience in event or program coordination is an advantage.
- Proficiency with Microsoft Office Suite (Word, Excel, Outlook) is an asset.
- Successful RCMP Criminal Record Check and Child Abuse Registry Check.

DUTIES & RESPONSIBILITIES:

- Assist with the database transfer of museum records from the PastPerfect software to Collective Access to enhance the museum's online presence through Musetoba.
- Support the installation of exhibits in collaboration with the Curator & Archivist.
- Provide excellent customer service to museum visitors.
- Assist with various archival projects as needed.
- Support the Education & Programming Coordinator with the implementation of seasonal and monthly events.
- Participate in monthly museum checks with the Curator & Archivist.
- Perform other duties related to the successful day-to-day operations of the museum.

WAGE RATE: \$20.00/hour

HOURS OF WORK: Tuesday through Saturday – 9.00 am to 5.00 pm.

Applications will be accepted until **position is filled**, and should be submitted online via:

www.townofthepas.ca/employment-opportunities

P.O. Box 870, The Pas, MB. R9A 1K8

Fax: (204) 623-5506

www.townofthepas.com

The qualifications & duties listed above are a summary of job requirements; selection will be based upon the full requirements detailed in the Job Description, a copy of which is available on request and will be provided to all interviewees.

This position is open to all applicants in accordance with the Human Rights Legislation of Manitoba

We thank all candidates for their interest, however only those selected for an interview will be contacted.