



Manitoba Crafts Museum and Library

Job Title: Research Assistant (Oral History)

Duration: Up to 6 months – flexible hours

Start & End Dates: mid-September 2023 – March 31, 2024

\$19/ hour

All work will take place at 1-329 Cumberland Avenue, Winnipeg, Manitoba, R3T 1T2

The Manitoba Crafts Museum and Library is a dynamic small museum with a focus on craft. MCML is located in the C2 Centre for Craft, a facility shared with the Manitoba Craft Council. As such is it an exciting venue for those interested in craft and art, as it features both historic and contemporary work. The MCML collection is one of the oldest in Manitoba, having been established in the early 1930s. It now houses over 11,000 hand crafted items, craft related archival holdings, and craft tools. Through our collections, MCML interprets the rich craft history of Manitoba.

The Manitoba Crafts Museum and Library seeks a motivated and enthusiastic individual to work on an Oral History project. The project will include the production of 8- 10 Oral History interviews, each 30-90 minutes long (average 60 mins), with artists in the community. The intern will conduct the interviews, process the material, and produce 5-7 minute long public access videos for each interview. The focus of this project is diversity: all interview candidates will be persons with disabilities, those who identify as Black, a Person of Colour, Indigenous, Métis or Inuit peoples, or those in the LGBTQ2 community. Portions of the oral history content created will be made publicly available through our on-line channels, providing viewers with access to diverse stories of craft in Manitoba.

MCML is a supportive workplace that values its employees, and provides a quality work and learning experience to intern employees. Employees are part of a team that includes Manitoba Crafts Museum and Library staff and volunteers, as well as our colleagues from the Manitoba Craft Council (which shares the space).

Important Tasks Include:

Research, Planning/Scheduling, Oral History interviews, digital content management, finding aid creation, and the development of public videos.

Educational Qualifications

The successful candidate will likely be a post secondary student or graduate in Museum Studies, Archival Studies, History / Art History, or School of Art or related field.

Candidates from other fields or with comparable skill sets or experience will also be considered.

Personality Traits

We are seeking an individual who is enthusiastic, creative, reliable, and interested in art/craft/history.

Desired skillset

- Excellent interpersonal skills
- Excellent written and verbal communication skills
- Demonstrated attention to detail and ability to manage information
- Digital photography skills an asset

- Skills with developing video content an asset
- Demonstrated time management skills
- Excellent computer skills and experience with databases an asset
- Experience in museum or archives setting an asset
- Ability to work independently
- A Driver's License is strongly preferred

How to apply

- Send a résumé, cover letter and two references to Andrea Reichert, Curator, at mcml@c2centreforcrafter.ca, or 1-329 Cumberland Avenue, Winnipeg, Manitoba, R3B 1T2, by August 22, 2023.

The Manitoba Crafts Museum and Library is an equal opportunity employer and follows a Human Rights Policy which addresses our hiring practises. MCML recognizes the importance of equity and diversity in the workplace. We encourage applicants to voluntarily self-declare in their cover letter, résumé or application if they are members of the Government of Canada job equity groups, such as women, persons with disabilities, candidates who identify as Black, a Person of Colour, Indigenous, Métis or Inuit peoples, or those in the LGBTQ2 community.

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

Please declare in your cover letter if you require accommodation for barrier free employment, with details. The C2 Centre for Craft is wheelchair accessible.