



## **Manitoba Crafts Museum and Library**

**Job Title: Communication and Engagement Assistant**

**Duration: 24 weeks**

**Start & End Dates: October 4, 2023 to March 23, 2024**

**\$19 / hour for a 30 hour week.**

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 a communications project. The past few years of Covid-19 and the greater stress on Equity, Diversity and Inclusion have meant that MCML is seeking to review how we engage with our audiences. This project will involve assessments of social media, digital content, public programming and membership. It will also include work on public programming development and working on establishing partnerships in the community.

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).

The intern will also be responsible for visitor services and shop staffing in the absence of the Curator and other staff. The intern may perform light janitorial and maintenance in the gallery.

### **Important Tasks Include:**

Assessment of current communications, development of revised communication strategies, membership development, using the contact database Keela, and public programming planning and delivery.

### **Educational Qualifications**

Post Secondary graduate in Museum Studies, Archival Studies, History / Art History, or School of Art, Communications or related field. Candidates from other fields or with comparable skill sets or experience will also be considered.

### **Personality Traits**

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

We are interested in hiring individuals who are eager to learn and to work in the heritage/arts field.

**Desired skillset**

- Demonstrated attention to detail and ability to manage information
- Experience with museum/gallery programming or communications an asset
- Experience with social media or communication digitally an asset
- Previous knowledge of EDI strategies, UNDRIP, the Truth and Reconciliation Commission Recommendations, Accessibility strategies or other under-served communities an asset
- Lived experience with EDI issues an asset
- Demonstrated time management skills
- Excellent computer skills and experience with databases an asset
- Good interpersonal skills
- Excellent written and verbal communication skills
- Experience in museum or gallery setting an asset
- Comfortable working with the general public
- Ability to work independently

**How to apply**

- Send a résumé, cover letter and two references to Andrea Reichert, Curator, at [mcml@c2centreforcrafft.ca](mailto:mcml@c2centreforcrafft.ca), or 1-329 Cumberland Avenue, Winnipeg, Manitoba, R3B 1T2, by September 1, 2023.
- Additional information can be obtained by calling (204) 615-3951.

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.

The C2 Centre for Craft is wheelchair accessible.

### **YCW Requirements**

This project is funded through Young Canada Works. Candidates must verify that they meet all the requirements before they are offered an interview:

- a Canadian citizen or a permanent resident, or have refugee status in Canada.

**Note:** Non-Canadian interns holding temporary work visas or awaiting permanent status are not eligible

- legally entitled to work in Canada

- between 16 and 30 years of age at the start of employment

- willing to commit to the full duration of the work assignment

- not have another full-time job (over 30 hours a week\*\*) while employed with YCW; is an unemployed or underemployed college or university graduate, that is, not employed full-time;

- a recent university or college graduate

- not receiving Employment Insurance (EI) benefits while employed with YCW;