



Manitoba Crafts Museum and Library

Job Title: Community Engagement Coordinator

Duration: 20 weeks: early January through late May 2024

\$20 per hour for a 21 hour week

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

The Manitoba Craft Museum and Library exists to inspire engage and connect Manitobans through craft. Everything we do supports the preservation of craft for community and celebration of craft with community.

To support this mission, we are looking for a Community Engagement Coordinator - a new half-time, term position to build connections with community.

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, it is 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.

MCML is a supportive workplace that values its employees and provides them with a positive work and learning environment. 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).

Community Engagement Coordinator Job Description

Reporting to and working alongside the Curator, this position will support all aspects of donor, member, and community relations - including programming, communications, fundraising, data management, event management, and stewardship. The role includes elements of project management.

We look to this new position to:

- **Support membership retention and growth**

MCML members are the backbone of the organization. We want to ensure the folks who are already members have opportunities to engage, as well as encourage new members to join the MCML community. This position will create partnerships with like organizations to increase the number of members, and develop plans to increase year-over-year retention of existing members.

- **Steward donors and members**

It is important that MCML communicate meaningful with community. This position will develop and maintain relationships with donors, members and stakeholders through coordination of regular newsletters, reports, surveys, personal calls and correspondence. This position will also develop materials to renew gifts from existing donors and secure new gifts.

- **Support programming**

Workshops, exhibitions and discussions are some of the ways people engage with MCML. This position will support existing events and help plan new programming, guided by the community.

- **Create communications templates**

In addition to a programming newsletter, MCML would like to add opportunities for the MCML community to stay in touch. While others can do the writing, we look to this position to create templates and schedules for ongoing, two-way communications with members, donors and community.

- **Database**

MCML works with Keela as its database. It is a relatively new system for us and we look to this position to support template development and create efficiencies.

Qualifications

- Experience with communications, fundraising and/or community engagement in the charitable or non-profit sector
- Strong communication skills, both verbal and written
- Ability to develop trust-based relationships with community partners
- Experience with Keela or similar fundraising database
- Excellent organizational and time management skills
- Event coordination experience
- Ability to coordinate internal and public meetings
- Able to work efficiently in a small team setting as well as independently
- Proficient with MS Word, Excel and Outlook.

How to apply

Send a résumé, cover letter and two references by December 12, 2023 to:

Andrea Reichert, Curator | mcml@c2centreforcrafter.ca

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.

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