



MANITOBA CRAFTS MUSEUM AND LIBRARY

Job Title: Collections and Exhibit Assistant

Duration: 24 weeks

Start & End Dates: October 2, 2024 to March 22, 2025

\$19.50 per hour for a 30 hour week.

All work will take place at 1-329 Cumberland Ave, 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 collections and exhibit project. The Curatorial Assistant will work on database work, to add information about artists and craftspeople to the collections records. They will also work to present information to our audience through a variety of on-line formats and through an exhibit in our Heritage Gallery.

MCML is a supportive workplace that values its employees, and provides a quality work and learning experience to intern employees. We welcome individuals from diverse backgrounds and are committed to reflecting the broader community in our staff.

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.

This internship is funded in part by Young Canada Works. See below for their eligibility criteria.

Important Tasks Include:

Populating our collections management database with information about artists and craftspeople, database management, on-line content development, and exhibit planning and development.

Educational Qualifications

Post Secondary graduate in Museum Studies, Archival Studies, History / Art History, or School of Art, Communications or related field.

Please declare in your cover letter if you require accommodation for barrier free employment.

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 databases an asset
- Experience with social media or communication digitally an asset
- Exhibit curation 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, or 1-329 Cumberland Avenue, Winnipeg, Manitoba, R3B 1T2, by August 30, 2024

Please include: "Database Internship Position" in your subject line. We prefer attachments in pdf format.

- Additional information can be obtained by calling (204) 615-3951.

Employment Equity Information

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. Full Accessibility Information is available here:

<https://c2centreforcrafft.ca/accessibility-information/>

Young Canada Works 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 individuals holding temporary work visas or awaiting permanent status are not eligible

- legally entitled to work in Canada (have a valid Social Insurance Number)

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

- a university graduate (at the Bachelor, Master or Doctorate level) or college graduate (Certificate).

Note: Priority will be given to graduates that have not previously participated in YCW internship programs and that are unemployed or underemployed.