



Manitoba Crafts Museum and Library

Job Title: Museum and Engagement Assistant

Duration: Up to 6 months – flexible hours. There are about 45 days of full time work in this project.

Start & End Dates: mid-September 2024 – March 31, 2025

\$20/ 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 a project related to the Indigenous works in the MCML Collection.

During this project, the Manitoba Crafts Museum and Library will focus exclusively on the pieces in the MCML Collection worked by Indigenous artists. There are just over 300 items of Inuit, Indigenous or Métis origin in our collection. Through the project we will research, photograph, and make accessible all these items in the collection, through an exhibit, an on-line/electronic document, social media posts and blogs, and public viewing sessions. We will also host 1-2 workshops, free of charge to Indigenous participants.

MCML is a supportive workplace that values its employees, and provides a quality work and learning experience to employees. All 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, photography, document creation, planning and delivery of public programming and exhibit development.

Educational Qualifications

The successful candidate will likely be a post secondary student or graduate in Indigenous studies, 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
- 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

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.

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/>