



Collections Assistant (Part-Time .6) Natural History

The Manitoba Museum, a not-for-profit institution, is Manitoba's largest heritage centre and number one paid tourist attraction. We uniquely combine human and natural history themes, multidimensional interpretation, science and astronomy education with quality school and community programs, special events and exhibits.

Reporting to the Manager of Collections and Conservation, the incumbent is responsible for the accurate accessioning, cataloguing, inventory control, and digital photography of specimens in the Natural History collections, as well as creating and updating records in a computerized collections database using established methods and procedures. In addition, the incumbent will be able to perform general research on the collections for the purpose of documentation to facilitate their appropriate use in exhibits and loans.

Requirements for the position include demonstrated experience working with natural history specimens, familiarity with taxonomy and other classification systems, and proficiency in collections management activities in a computerized environment. The successful candidate will also possess a working knowledge of word processing, digital photography, and computer scanning skills.

Along with a passion for museums and desire to work in a professional team environment, you will have a B.Sc. degree in an appropriate discipline, and at least 2 years museum experience in Natural History collections.

This is an in-scope position (MGEU) with an hourly rate of \$21.17- \$25.27 plus benefits.

Interested applicants may forward a résumé including cover letter by March 19, 2010 to:

Human Resources Officer
The Manitoba Museum
190 Rupert Avenue
Winnipeg, MB R3B 0N2
FAX: (204) 942-3679
Email: jmcqueen@manitobamuseum.ca

The Manitoba Museum is committed to employment equity and welcomes diversity in the workplace. We thank all applicants for their interest; however, only those being considered for interview will be contacted.