



**THE TOWN OF THE PAS
REQUIRES A
MUSEUM CURATOR & ARCHIVIST
FULL TIME PERMANENT POSITION**

This position requires an individual who is dependable and self-motivated. The main role of this position will be to assist the Museum Director in carrying out the operation of the Museum; be responsible for the collections, their use, acquisition, conservation, documentation, cataloguing and research; as well as developing and preparing exhibits.

QUALIFICATIONS:

- A degree or diploma in Museum Studies or a related program. A combination of education and experience may be considered.
- Museum related work experience.
- Demonstrated research skills.
- Organizational skills.
- Orientation to detail.
- Excellent skills of written and oral communication.
- Teamwork, self-motivation and leadership skills are a must.
- Educational programming experience a definite asset.
- Ability to work in a computerized environment and experience in collections management applications is an asset.
- Firearms License Possession and Acquisition (or willing to attain).

The qualifications and responsibilities listed above are a summary of the position; selection will be based upon the requirements detailed in the Museum Curator & Archivist job description. A copy is available on request and will be provided to all interviewees.

WAGE RATE: As Per CUPE Collective Agreement, **\$20.72** per hour

HOURS OF WORK: Monday to Friday, 8:30 a.m. until 5:00 p.m., occasional evening and weekends.

This position is open to all applicants in accordance with the Human Rights Legislation of Manitoba

Applications will be accepted up to **November 21st, 2018 and should be directed to:**

Keri-Lee Zaharia, CPHR - Human Resource Officer

keriz@townofthepas.ca

FAX: (204) 623-5506

P.O. Box 870

The Pas, MB. R9A 1K8

We thank all candidates for their interest however only those selected for an interview will be contacted.