

St. Vital Historical Society & Museum: Museum Manager Position

Position: Museum Manager (St. Vital Historical Society & Museum)

Location: St. Vital Museum (600 St. Mary's Road, Winnipeg, MB)

Pay: \$15.00/hour

Hours: Saturdays, 8:30 a.m. – 4:00 p.m. (30 minute unpaid lunch)



Position Summary: The Museum Manager for the St. Vital Museum will perform their duties every Saturday (the museum is open to the public from 10:00 a.m. to 4:00 p.m. every Saturday, but the Museum Manager will arrive at 8:30 a.m. to prepare for opening). The duties of the Museum Manager will be to welcome and assist museum guests, catalogue museum artifacts as needed, and delegate tasks to museum volunteers.

Description of Duties:

- Perform front-of-house services including: welcoming museum guests, guiding museum tours (if requested), responding to emails/calls/social media messages, and assisting researchers.
- Catalogue newly donated artifacts into the collections database (FileMaker Pro).
- Delegate and manage tasks/projects for museum volunteers to do.

Qualifications:

- Some education/experience in archival, museum, library, or other heritage settings.
- Ability to interact directly and work effectively with others (staff, volunteers, and guests).
- Excellent organizational, time management, verbal, and written skills.
- Highly self-motivated with the ability to work independently for most of the time.

Interested individuals can send their resume and cover letter to:

Bob Holliday (President of the St. Vital Historical Society)

Email: svhsholliday@icloud.com

Application deadline: November 19, 2022