



Winnipeg Police Museum and Historical Society Inc.

**Intern – Term position
Present – March 31, 2024**

POSITION

The Winnipeg Police Museum is taking applications for a Student Intern position. The Intern will be expected to work within a 4-day-a-week work schedule (Tuesday to Friday) with the opportunity to work remotely if deemed acceptable. The hours worked may be shifted to accommodate meetings and off-hour events on weekends and evenings. Work will include assisting the Museum Curator in the operation of the Winnipeg Police Museum. The Intern will be expected to learn the history of policing in the Winnipeg area and assist the curator, volunteers, and board members in advancing the goals of the Winnipeg Police Museum and Historical Society. The Intern will be expected to assist with research via the Museum databases and archives. The Intern will be expected to take on any other roles or duties as assigned by the Museum curator.

QUALIFICATION

1. All candidates must be enrolled in a recognized University, Community College, or Technical school, and be returning to school in the fall
2. All candidates must be able to speak, write, and communicate in English
3. All candidates must be competent in using Microsoft Word, Excel, and Social Media
4. All candidates will be required to pass a criminal records check and a child sexual abuse registry check

Other skills that would be seen as a benefit

- Training in multimedia production
- Training in writing scripts
- Training in public speaking and presentation
- Training in the use of audio-visual equipment and lighting
- Training in video editing
- Speaks, writes and communicates in any other language other than English
- Experience in archiving and preserving artifacts and documents
- Experience in Project Management
- Ability to work with others

- Ability to work with diverse groups including visible minorities, disabled, and underserved communities
- Holds a class 5 driver's license in Manitoba or equivalent

COMPENSATION

Salary is set a \$20.00 per hour/ pay period every two weeks

About the Winnipeg Police Museum and Historical Society (WPMHS)

The Winnipeg Police Museum and Historical Society Inc's goals are as follows:

- a) to discover and collect any material related to the local police services;
- b) to promote the research and recording of the history of the local police services;
- c) to provide for the preservation of material collected and to ensure its accessibility to those who wish to examine or study it;
- d) to promote the rebuilding and refurbishing of police equipment and apparatus; and
- e) to promote and encourage public interest in police history.

The WPMHS is a progressive organization and promotes a bias-free and safe workplace through policy. WPMHS is an organization made up of individuals from a diverse group but is mainly retired police officers and staff. The Winnipeg Police Museum and our associated facilities are located in the City of Winnipeg at 245 Smith St.

About Winnipeg

Winnipeg is a community of over 780,000 people. Winnipeg is one of the most culturally diverse cities in North America. Winnipeg is known for its friendly spirit and our festivals and events. In July of 2023, Winnipeg will host the 2023 World Police and Fire Games where over 10,000 athletes will participate. This is the largest sporting event outside the Olympics. Every year in July just outside of Winnipeg, the largest folk festival in Canada is held at Birds Hill Park with over 45,000 people attending daily. Every summer Winnipeg hosts "Folkarama" one of the largest cultural festivals in Canada. Winnipeg also hosts the "Festival du Voyageur" in February. It is the 2nd largest French language festival in North America. Winnipeg is home to the Canadian Museum of Human Rights, the Forks National historical site, and Assiniboine Park and Zoo. Winnipeg is home to several professional sports teams such as the NHL Winnipeg Jets, the AHL Manitoba Moose, the CFL Winnipeg Blue Bombers, and the American Baseball Association Winnipeg Goldeyes.

Applications

Applications must consist of a cover letter which will explain your qualifications and experience as outlined above and a resume.

Applications can be hand-delivered to the Winnipeg Police Museum at 245 Smith St. Winnipeg Manitoba between Tuesday and Friday. Check the Museum website at www.winnipegpolicemuseum.ca for operating hours before attending. Applications can be emailed to the museum at wps-museum@winnipeg.ca.

Applications will be processed as they are received until a suitable candidate is selected.

Individuals selected for interviews will be notified. All interviews will take place at the Winnipeg Police Headquarters at 245 Smith St. in Winnipeg Manitoba