



ASSOCIATION OF  
**MANITOBA  
MUSEUMS**



*Proudly Serving Museums in Manitoba Since 1972!*

## Data Communications Specialist

Hourly wage: \$15.85  
Number of weeks: 18  
Number of hours per week: 30  
Anticipated start date: No later than May 23, 2022

To be eligible the candidate must be a recent graduate or returning to school this fall.

### Tasks Include:

- Inventory of existing web and digital content and supports with a plan for new content relevant to local museums. This will include looking through existing materials (newsletters, brochures, etc.) for material that can be repurposed or updated. CSJ student will help evaluate the existing digital media supports and correct, update, delete and augment as needed.
- Research and review museology sources online and provide an annotated list of links for inclusion in digital communications and AMM website
- Contact all existing AMM members, verify their information, solicit web usable images and assist members in producing web-suitable images and assist members in producing web suitable descriptions of their museums and collections.
- Contact and reach out to museums that may not be AMM members to see if they wish to be included in the Musetoba (collections management database) project.
- Attend Regional Meetings with the AMM Communications Coordinator and/or the Executive Director to engage member museums in person.
- Visit at least three museums of different sizes and types to discuss digital access to collections.
- Participate in usability testing of new Musetoba website portal.

### Experience:

- Interest in Manitoba history and its stories
- Being bilingual would be an asset, but not required
- Having archive, research, library studies, or museum-related experience (staff or volunteer) would be an asset
- Social media and its various platforms
- Driver's license would be an asset

### We are:

The Association of Manitoba Museums has been proudly serving museums in Manitoba for 50 years by providing advice, advocacy and training. We are an equal opportunity employer and offer a positive, supportive, and safe work environment. To learn more about us, please visit our website at [www.museumsmanitoba.com](http://www.museumsmanitoba.com)

### The Candidate we seek should

- Have a positive attitude
- Be an effective communicator
- Be patient
- Enjoy meeting and talking with a variety of people from all over the province
- Be able to work independently or as part of a team

If you feel like you would enjoy this position please submit a cover letter, your resume, and at least 2 references to [director@museumsmanitoba.com](mailto:director@museumsmanitoba.com).

We thank everyone who applies, however, we will only be contacting those whom we wish to interview.