

Organization: Seven Oaks House Museum
Position Title: Assistant Curator/Manager (YCW internship)
Position Term: May 8 to September 11, 2024 (18 weeks)



About Us

One of Winnipeg's oldest structures, Seven Oaks House Museum was built for John and Mary Inkster between 1851 & 1853. The restored dwelling is open to the public from the May Long Weekend through to Labour Day. Guided tours are offered during open hours and admission is by donation.

Ross House Museum is operated on behalf of the City of Winnipeg by the Board of Seven Oaks House Museum. Built from 1853-1854 for William and Jemima Ross, it was used as the first Post Office in Western Canada. The restored dwelling is open to the public from June 1st until August 31st. Guided tours are offered during open hours and admission is by donation.

Both museums offer visitors an immersive glimpse of life during the 19th Century through the eyes of prominent Scottish-Metis families, and preserve important collections of cultural heritage from the Red River Settlement.

Overview

Under the direction of the Curator/Manager, the Assistant Curator/Manager will assist in managing the operations of Seven Oaks House Museum and Ross House Museum.

They will facilitate the care, display, and interpretation of the museums and their artifacts to inform, educate and inspire as wide an audience as possible. The Assistant Curator/Manager will be responsible for leading and supervising junior interpretive staff in the absence of the Curator/Manager.

The Assistant Curator/Manager will implement programming and outreach strategies, and will also undertake general public relations and marketing to maximize attendance at the museums.

The Assistant Curator/Manager will be provided with special projects in an area of their interest to provide hand-on career-related experience. They will work directly with our Curator/Manager & Board to access orientation and networking opportunities in the field, while planning their future career growth.

Responsibilities

The Assistant Curator/Manager will assist the Curator/Manager in the following:

- Managing daily operations, staff and volunteers.
- Increasing attendance at the museums via programming and promotion.
- Preserving and developing the museums' collections and historic structures, and the stewardship of their associated historic sites in general.

Under the direction of the Curator/Manager, the Assistant Curator/Manager may undertake the following tasks:

- Maintaining the artifact collection and its associated databases & records;
- Curating temporary exhibits;
- Assisting with seasonal opening and closing of the museums ;
- Planning and executing programs & special events;
- Creating content for our websites and social media accounts.;
- Additional tasks as required.

Competencies

- A creative problem solver: able to assess a situation, plan for a solution, and execute successfully by using all available resources.
- Able to delegate tasks as appropriate and take direct responsibility when necessary.
- An excellent communicator: able to address a variety of audiences appropriately including community members, staff, educators and students, and visitors.
- An effective storyteller: able to assess the collection and tailor content to the specific individual/group.
- Detail oriented
- A self-starter: able to work independently yet collaboratively with staff
- Adaptable to changing priorities: able to meet new priorities as they emerge; willing to shift work schedules to accommodate.
- Open minded: sensitive to multiple cultural and historical perspectives.
- A Leader: friendly, positive and inspiring demeanor. Setting a positive example for the summer staff.

Preferred Qualifications

- Undergraduate or graduate degree in a related field of study: history, museum studies, curatorial studies, Indigenous studies
- Experience working at a museum or cultural institution
- Experience developing and/or coordinating public programming
- Additional languages an asset
- Valid CPR and first aid training an asset

Reporting Structure

The Assistant Curator/Manager reports directly to the Curator/Manager.

For specific purposes, the Assistant Curator/Manager may also liaise directly with some Board Members.

Employment Terms

Seven Oaks House Museum is a seasonal operation and is open to the public from May 18th through to September 1st, from 10:00am-4:00pm Wednesday through Sunday.

Ross House Museum is a seasonal operation and is open to the public from June 1st through to August 31st, from 10:00am-4:00pm Wednesday through Sunday.

Employment is paid at the rate of \$18.50 per hour.

The position is full-time (35 hours per week) for an 18 week term, beginning May 8th and concluding September 11th, 2024. Each day includes a 30-minute, unpaid lunch break.

The Assistant Curator/Manager may be engaged on a casual basis around these dates for “pre-season” work such as hiring seasonal staff, to assist with late-season events, and to facilitate the physical and administrative shut-down of the museums.

During the open season it is expected that the Assistant Curator/Manager will attend all signature events, and schedule their work according to the needs of the museums.

Position is subject to a 6-week probationary period, from the date of employment, during which time either party may terminate employment with 1 week's notice.

Seven Oaks House Museum is committed to supporting equity and diversity in the workplace. We encourage applicants to voluntarily self-declare if they are members of the Government of Canada's job equity groups, such as women, persons with disabilities, candidates who identify as Black, a Person of Colour, Indigenous, Métis or Inuit peoples, or those in the LGBTQ2 community.

We recognize that diverse life and learning experiences may be equivalent to academic or professional qualifications, and we invite any eligible individuals to apply.

This position is funded in part through the Young Canada Works at Building Careers in Heritage program, and all applicants must be registered in the YCW candidate pool and meet the current YCW-BCH eligibility criteria. An individual may be eligible for an internship if they:

- are a Canadian citizen or a permanent resident, or have refugee status in Canada (non-Canadians holding temporary work visas or awaiting permanent resident status are not eligible);
- are legally entitled to work in Canada (have a valid social insurance number);
- are between 16 and 30 years of age inclusively at the start of employment; and
- are a college or university graduate (certificate, bachelor's, master's or doctorate).

Note: Priority will be given to graduates that have not previously participated in YCW internship programs and that are unemployed or underemployed.

Details: <https://www.canada.ca/en/canadian-heritage/services/funding/young-canada-works/students-graduates/careers-heritage-graduates.html>

Working Conditions and Physical Demands

- Hours as outlined above; some evening, weekend and holiday work will be required for programs and other needs.
- Position necessitates working at both the Seven Oaks House Museum (50 Mac St) and Ross House Museum (140 Meade St N) sites.
- Long periods of standing & walking.
- Heritage building environment: Must be able to safely navigate stairs.

Applications

Closing date: April 21, 2024

Please submit your resume and cover page as a single .pdf via email to:

Eric Napier Strong
Curator/Manager
Seven Oaks House Museum
sohmcurator@gmail.com

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