

Manitoba Sports Hall of Fame & Museum

Collections Management Assistant (1 position)

16 weeks: mid-June to early October 2023

\$16.50/hour, 35 hours per week

Some weekend work will be required.

Work will occur full time from mid-June through early September.

Work that occurs after the return to school in early September can be worked part time, and accomodating the student's school schedule.

All work will take place at the Manitoba Sport Hall of Fame & Museum, 145 Pacific Ave., Winnipeg, Manitoba.

The Manitoba Sports Hall of Fame & Museum seeks student for a sixteen (16) week project to work on various collections upgrades. Specifically the student will make improvements to a variety of storage types, conduct spot check inventories, catalogue objects, and assist with other collections tasks.

If time and funding permits, the student may be retained on staff to continue the project through fall 2023.

The student will also provide visitor services during the absence of other staff.

Physical demands of the job include sitting at a desk for long periods, using a computer/laptop, and digital camera. The student will be regularly accessing items in storage and moving artifacts in the facility. The student must be able to move collections items safely from storage shelving to workspaces, including lifting items up to 20 lbs. Access to collections may include using a ladder.

The Manitoba Sports Hall of Fame and Museum is a leader in sport heritage in Manitoba. With a collection of 22,000+ collections items it documents, preserves, presents and showcases Manitoba's sport history. The Student will work under the direct supervision of the Hall of Fame Curator, Andrea Reichert.

Education

- post-secondary students in Museum Studies, History, Fine Art, or Archival Studies, are encouraged to apply.
- preference is given to students who are in 3rd year or above
- Those from other fields or with comparable skills will also be considered.

Desired Skills

- have excellent computer skills, specifically database use
- have excellent attention to detail
- good hand skills for sewing, making mounts and artifact handling
- experience with DSLR camera and scanners an asset
- have excellent organizational and verbal/written communication skills
- Although not required for the position, the ability to communicate in French would be an asset, as per Sport Manitoba standard to offer services in both official languages.

Personality

- have an interest in sport heritage

- be enthusiastic
- be able to work as a team member and independently
- be creative and able to think originally

Young Canada Works Employment Requirements

- Canadian citizen or a permanent resident, or have refugee status in Canada (non-Canadians holding temporary work visas or awaiting permanent status are not eligible);
- legally entitled to work in Canada;
- between 16 and 30 years of age at the start of employment
- registered in the YCW online candidate inventory (www.young-canada-works.canada.ca);
- willing to commit to the full duration of the work assignment;
- not have another full-time job (over 30 hours a week) during the Young Canada Works (YCW) work assignment;
- registered as a full-time* student in the semester preceding the YCW job (*as defined by their educational institution); and
- intend to return to full-time studies* in the semester immediately following the YCW summer job.

Application Process

Applications (cover letter, resumé and minimum two references) and inquiries should be directed to Andrea Reichert, by May 29, 2023.

Contact info:

(204) 925-5935, andrea.reichert@sportmanitoba.ca, 145 Pacific Ave, Winnipeg, MB, R3B 2Z6

The Manitoba Sports Hall of Fame & Museum recognizes the importance of equity and diversity in the workplace. We encourage applicants to voluntarily self-declare in their cover letter, resumé or application if they are members of the Government of Canada job equity groups, such as women, persons with disabilities, visible minorities or Indigenous, Métis or Inuit peoples.