



MUSEUM EDUCATOR, Transcona Museum

The Transcona Museum is looking for 1 dynamic, creative, engaging individual to join our team as our Museum Educator. **The position is for 10 weeks, 35 hours a week and pays \$16.00/hr working Monday-Friday.** As the position is funded through Canada Summer Jobs, applicants must meet the Canada Summer Jobs eligibility requirements. All work will take place at the Transcona Museum, 141 Regent Ave. West, Winnipeg, MB. The potential start date is June 24, 2025, but this is flexible.

Job Function

The Museum Educator is responsible to the Museum Curator for implementing the TM summer programs, which will happen both virtually and in-person, assisting with oral and written communications as well as answering the telephone, providing visitor services, and assisting with other events and projects as directed.

- Assist with the running of KidsQuest community scavenger hunt programs that run for 8 weeks in July and August.
- Communicate with KidsQuest program participants and sponsoring organizations: assist Museum staff in the preparation of activities, greet and direct participants and keep statistics (ages 5-12, some pre-school).
Communicate with visitors: greet visitors, assist with gift shop sales, provide tours in the gallery and in the community and answer questions.
- Communicate with the public: answer the telephone and respond/redirect inquiries.
Create short videos to be uploaded to social media/networking sites that showcase and promote the TM, our holdings, activities, and the community.
- Assist with the creation, planning and leading of children's and youth drop-in activities during the months of July and August. The drop-in activities run on Mon, Wed, and Fri.
- Assist with and lead community walking tours.
- Assist with the planning and execution of programming that occurs at the CN2747 during the summer months
- Assist with the organization of events or programs for community events, if applicable.
- Responsible for collecting and compiling accurate visitor attendance statistics.
- Write a final report of activities that will be submitted to the TM Board of Directors.

Qualifications

- University student or college student enrolled in an education, communications program, history, museum studies, marketing and promotion, or an arts program or discipline related to history.
- Interest in history and historical artifacts, and a career in the museum field.
- Familiarity with social media/networking sites is an asset.



- Computer experience necessary (Microsoft Office), database skills, software skills, internet skills and video production skills required.
- Strong organizational and research skills required.
- Excellent written communication and dynamic oral interpretation skills.
- People-oriented and enjoys working with the public.
- Able to plan and deliver fun, engaging, and creative drop-in activities for children while effectively managing a limited budget.
- Self-motivated, strong organizational skills and able to work both alone and with others.
- Knowledge and appreciation of local Transcona history an asset.
- We seek diversity in our workplace. Aboriginal persons, women, visible minorities, and persons with disability are encouraged to self-declare. If you are a person with a disability and require accommodation in order to successfully submit an application, please contact us at info@transconamuseum.mb.ca to make your accommodation request.
- Meet the Canada Summer Jobs eligibility

Applicant Information: send resume and cover letter by fax, email or regular mail by June 6th

Museum Curator
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