

Organization: Seven Oaks House Museum
Position Title: Collections Assistant - Interpreter
Position Term: May 18 to September 7, 2022 (16 weeks)



About Us

One of Winnipeg's oldest structures, Seven Oaks House 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. Seven Oaks House Museum is owned by the City of Winnipeg and is operated by a City-appointed volunteer Board of Directors.

More information on Seven Oaks House Museum can be found at: <http://www.sevenoakshouse.ca>

Overview

The Collections Assistant - Interpreter will engage in focused documentation and preservation of the oldest residence in Winnipeg and its associated artifact collections. They will also be an engaging storyteller who makes the history of Seven Oaks House enjoyable and understandable to a broad range of visitors.

As part of a team working together and under the direction of the Curator/Manager, the Collections Assistant – Interpreter will provide guided tours of the historic home as needed in addition to their collection duties. They will also have the opportunity to gain experience with the development and delivery of public programming by supporting school programs, specialized tours and other events.

The successful applicant will be thoughtful, detail oriented and creative, with a passion for learning and an open mind.

Responsibilities

The Collections Assistant - Interpreter will:

- Support the migration of records from our current database system to new software (Collective Access-based). While the bulk of the records will be automatically transferred, the student will undertake manual verification and data updates (eg: photo & document linking) to approximately 2,500 catalogue records.
- Continue a comprehensive inventory of the museum's artifact collection.
- Assist with the cataloguing and organization of the collection, including artifact handling, condition reporting and photography.
- Identify artifacts in need of storage improvements. The student will have the opportunity to work with media such as historic fabrics, quill and beadwork, leather, and woodwork while they receive training in the construction of conservation grade mounts and enclosures.

- Learn best practices of artifact handling and preventive conservation through the on-going maintenance of the museum.
- Provide guided tours of the heritage house, assist with school programming, and assist with other special events as required.

Competencies/Experience

- Must be between the ages of 15 and 30, and meet all other eligibility criteria for the Young Canada Works program.
- University or College education in any of the following areas is preferred: Museum Studies, Cultural Studies, History, Anthropology, Art History, Indigenous Studies
- Interest in Canadian and Métis history and related issues
- Experience working with artifacts is an asset
- Self-motivated, able to work independently and as part of a team
- Proficiency in spoken and written English is essential
- Fluency in both official languages an asset
- Strong interpersonal and team work skills
- Ability to be an engaging storyteller to a variety of audiences
- Experience in heritage, tourism or hospitality industries an asset

Employment Terms

Employment is seasonal from: **May 18th, 2022** through to **September 7, 2022**, inclusive. All candidates must be available for the duration of the season.

The Collections Assistant – Interpreter will be scheduled at 30 hours/week for the 16 week term. The museum is open Wednesday to Sunday, from 10:00am to 4:00pm daily. The day's shift includes one 30-minute, unpaid lunch break.

Please declare any expected periods of absence with your cover letter.

Employment is paid hourly at the rate of **\$13.50** per hour.

Position reports to the Curator / Manager. Position is subject to a 6-week probationary period.

Seven Oaks House Museum recognizes the importance of equity and diversity in our workplace. We encourage applicants to self-declare in their cover letter, résumé or application if they are members of a job equity group, such as women, persons with disabilities, persons who identify as Black, a Person of Colour, Indigenous, Métis or Inuit, or those in the LGBTQ2 community.

Working Conditions and Physical Demands

- Long periods of standing & walking.
- Heritage building environment: Must be able to navigate stairs.
- Physical dexterity to safely handle artifacts and lift up to 15kg is required.

Applications

Closing date: May 6, 2022.

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

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

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