

Job title: Collections Assistant - Interpreter

Organization name: Seven Oaks House Museum

Job location: Winnipeg, MB

Length of assignment: 2026-05-13 - 2026-08-31

Hourly wage: \$17.50 (Pending Funding)

About Us:

Seven Oaks House Museum National Historic Site -is one of a scattered handful of heritage sites that remain to provide Manitobans with a picture of life in the Red River Settlement (1812-1870). This history is interpreted through the lives and stories of the Inksters, a Scottish-Metis family who became prominent figures in early Winnipeg. One of Winnipeg's oldest structures, Seven Oaks House was completed in 1853 and occupied until 1912.

The restored dwelling is open to the public from Victoria Day through to Labour Day. Guided tours are offered during open hours and admission is by donation.

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 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.

The Collections Assistant - Interpreter will:

- Support the migration of records from our current database system to new software (Collective Access-based). The student will also scan paper collections records and link them with a new digital system.
- Continue a comprehensive inventory of the museum's artifact collection, while cataloguing and documenting new artifacts.
- Assist with the cataloguing and organization of the collection, including artifact handling, condition reporting and photography.

- Work with the Curator and industry experts to improve storage conditions for the museum's collection of artifacts. The student will have the opportunity to work with media such as historic garments, leather, quill and beadwork while they receive training in the construction of 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.

Employment Terms

Employment is seasonal from: May 13th, 2026 to August 31, 2026.

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 \$17.50 per hour.

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

Working Conditions and Physical Demands

- Long periods of standing, walking
- Heritage building environment
- Ability to navigate stairs and lift up to 15kg
- Physical dexterity to safely handle artifacts is required

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 invite any eligible individuals to apply.

Applications:

Interested applicants should apply through Young Canada Works and also submit their resume & cover letter to:

Seven Oaks House Museum

Tracey Turner , Curator / Manager

sohmcurator@gmail.com with Subject: Collections Assistant - Interpreter

Applications must be received no later than April 15, 2026.

We thank all candidates for their interest; however, only candidates selected for further consideration will be contacted. No telephone calls, please.