

**Organization:** Seven Oaks House Museum

**Position Title:** Curator/Manager



## About Us

Seven Oaks House Museum & Ross House Museum are operated on behalf of the City of Winnipeg by a volunteer Board of Directors.

One of Winnipeg's oldest structures, Seven Oaks House Museum was built for John and Mary Inkster between 1831 & 1853. Ross House Museum was built from 1853-1854 for William & Jemima Ross, and was used as the first Post Office in Western Canada. These restored homes are open to the public from late May until early September each year. Guided tours of both properties are offered during open hours and admission is by donation.

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

## Overview

Under the direction of the Board of Directors, the incumbent will manage the operations of Seven Oaks House Museum and Ross House Museum.

The Curator/Manager will be responsible for the care, display, and interpretation of two historic house museums and their collections. The incumbent will lead a team of interpretive staff and develop public programming to inform, educate and inspire as wide an audience as possible.

They will also develop and implement outreach strategies, undertaking public relations and marketing to maximize attendance at the museums. They will prepare grant applications and annual reporting documents, while acting as the organization's primary project manager.

Under the direction of the Treasurer, the Curator/Manager will develop an annual budget and handle day-to-day financial administration. They will provide administrative support to the Board of Directors and attend monthly board meetings.

## Responsibilities

The Curator/Manager will:

- Manage daily operations, staff and volunteers.
- Hire & supervise seasonal staff.
- Prepare grant applications & reports.
- Develop an annual operating budget.
- Oversee daily finances, managing admissions, donations and gift-shop sales.
- Implement marketing initiatives to increase attendance.
- Plan and execute school programs, public programs & special events.
- Maintain the artifact collection and its associated databases & records.
- Curate exhibits and prepare interpretive materials.
- Preserve and develop the museums' heritage buildings and surrounding historic sites.
- Oversee the seasonal opening and closing of the museums.
- Create digital content for our websites and social media accounts.
- Act as liaison between the Board of Directors and City of Winnipeg.
- Build positive relationships with community partners and stakeholders.
- Respond to media inquiries and act as public representative of the museums.

- Attend monthly meetings of the Board of Directors in an “ex officio” capacity to provide an operational report.
- The Curator/Manager will undertake other duties, as assigned by the Board of Directors, from time to time.

## 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.
- A creator of engaging content: able to assess the collection and tailor content to the specific individual/group.
- Attentive to details without becoming overwhelmed by them: With two properties and many varied responsibilities, the incumbent must be able to take care of details while keeping an eye on the larger picture.
- A resolver of conflicts: able to listen to, and assess, various situations and resolve as amicably as possible.
- A self-starter: able to work independently yet collaboratively with staff.
- Well organized: able to prioritize tasks and maintain sight of long-term projects.
- 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: with a friendly, positive and inspiring demeanor.

## Preferred Qualifications

- Undergraduate or graduate degree in a related field of study: museum studies, curatorial studies, Indigenous studies, history
- Experience working at a museum, gallery or cultural institution
- Experience managing staff and/or volunteers
- Experience developing and/or coordinating public programming
- Experience with basic financial procedures and budget management
- Additional languages an asset
- Valid CPR and first aid training an asset

## Reporting Structure

The Curator/Manager reports directly to the Seven Oaks House Museum Board of Directors, through the Board Chair.

## Employment Terms

The Curator/Manager is employed on a permanent part-time basis. They are scheduled to work 20 hours per week throughout the year, with some seasonal flexibility. During the open season it is expected that the Curator/Manager will oversee key events and schedule their work according to the needs of the museums.

Seven Oaks House Museum is a seasonal operation and is open to the public from the May long weekend through to Labour Day each year. Open hours are 10:00am-4:00pm, Wednesday through Sunday.

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

Employment is paid at the rate of \$23.00 per hour.

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.

### **Working Conditions and Physical Demands**

- Hours as outlined above; some evening, weekend and holiday work will be required for events and meetings.
- Position necessitates working at both the Seven Oaks House Museum (50 Mac St) and Ross House Museum (140 Meade St N) sites. Sites are accessible by public transit.
- Long periods of standing & walking.
- Dexterity to safely handle artifacts & ability to lift up to 15kg required.
- Heritage building environment: Must be able to safely navigate stairs.

### **Applications**

Closing date: November 13, 2024

Please submit your resume and cover letter via email to:

Eric Napier Strong  
Curator/Manager  
Seven Oaks House Museum / Ross House Museum  
[sohmcurator@gmail.com](mailto:sohmcurator@gmail.com)

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