

Programming Assistant - Interpreter

Organization name: Ross House Museum

Job location: Winnipeg, MB

Length of assignment: 2025-05-16 - 2025-09-31

Hourly wage: \$17.50 (Pending funding)

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

About Us:

Ross House, built in 1854, is one of the oldest homes remaining in Winnipeg. The home was originally owned by William Ross and Jemima McKenzie Ross, and served as the first Post Office in Western Canada. Ross House Museum is one of a scattered handful of heritage sites that remain to provide Manitobans with a picture of life at the Red River Settlement (1812-1870). This history is interpreted through the lives and stories of the Ross family, prominent Scottish-Metis citizens in early Winnipeg.

The restored dwelling is open to the public from June 1st through to August 31st. Guided tours are offered during open hours and admission is by donation.

More information on Ross House Museum can be found at: <http://www.rosshousemuseum.ca>

Overview:

Reporting to the Curator/Manager, the Programming Assistant - Interpreter will implement innovative programs to engage visitors, cultivate community partnerships and help build the museum's public profile. They will also be an engaging storyteller who makes the history of Ross 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 Programming Assistant – Interpreter will provide guided tours of the historic home as needed in addition to their other core duties. They will gain substantial experience with the development and delivery of public programming by supporting school programs, specialized tours and community events.

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

The Programming Assistant - Interpreter will:

- Assist the team in delivering public programming, such as walking tours, day-camp visits and community events.
- Assist in the planning, marketing & execution of a large community event.
- Maintain the museum's social media presence.
- Deliver our summer early-childhood education program.

- Assist in developing specialized tours and programs for groups.
- Learn best practices for artifact handling and preventive conservation through the on-going maintenance of the museum.
- Assist with day to day operations by providing guided tours of the exhibits and heritage house, providing visitor service and assisting with start of day/end of day tasks.

Employment is seasonal from May 16th, 2026 to August 31, 2026.

The Programming 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

Ross 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.

Applications:

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

Ross House Museum,

Tracey Turner , Curator / Manager

sohmcurator@gmail.com

Subject: Programming Assistant - Interpreter

*Please attach one PDF file to your email that includes both your cover letter & resume.

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