



## **COLLECTIONS ASSISTANT, Transcona Museum**

The Transcona Museum is looking for **1** dynamic, creative, engaging individual to join our team as our Collections Assistant. The position pays **12.50/hr.** and is a **35hr/wk. for 12 weeks**. The position is funded through Young Canada Works (YCW) in Heritage Programs so applications must meet the YCW eligibility requirements. All work will take place at the Transcona Museum, 141 Regent Ave. West, Winnipeg, MB. The position is for 12 weeks. Potential start date is June 8, 2021.

### **Job Function**

The Collections Assistant is responsible to the Museum Curator for:

- Assisting with the cleanup of data resulting from the migration of our Virtual Collections (VC) database into the new Collective Access (CA) database, which includes:
  - Updating Chenhall nomenclature.
  - Preparing records for phase two of the project where there is an online public portal that will be searchable to select fields which includes:
  - Uploading digital photographs and copies into the new database.
  - Searching and repairing any records with missing information or information that requires reformatting, corrections or indicated errors from the program.
  - Comparing new records in CA to records in VC to ensure all relevant data has been transferred.
- Assist accessioning new artifacts into the museum's collection.
- Assist with accessioning new and backlogged artifacts into the collection to full museum standards.
- Assist museum staff with the changing of our offsite exhibitions.
- Review research topics identified by TM staff: including our Transcona's Passionate People interactive.
- Assisting with research requests as they come in from the public, other institutions, and members of the museum.
- Contributing to our blog by writing collections-based stories.
- Assist in day-to-day operations as required (answering telephones, greeting visitors, assisting researchers) and helping with special events.
- Assisting museum staff with daily COVID-19 cleaning and disinfecting procedures.
- Complete a final report for presentation to the TM Board of Directors.

### **Qualifications**

- University student or college student enrolled in museum studies, archival studies, history, education, or an arts program or discipline related to history.
- Interest in history and historical artifacts and a career in the museum field is important.
- Computer experience necessary, database skills, software skills, internet skills
- Strong organizational skills and research skills required.
- Excellent written communication and dynamic oral interpretation skills.
- People orientated and enjoy working with the public.
- Self-motivated, strong organizational skills and ability to work both alone and with others.
- Knowledge and appreciation of local Transcona history is an asset.
- We seek diversity in our workplace. Aboriginal persons, women, visible minorities, and persons with a disability are encouraged to apply.

### **Applicant Information: send resume and cover letter by fax, email, or regular mail by May 10<sup>th</sup> to:**

Museum Curator  
Transcona Museum  
141 Regent Avenue West, Winnipeg MB R2C 1R1  
Tel: (204) 222-0423  
Fax: (204) 222-0208  
Email: [info@transconamuseum.mb.ca](mailto:info@transconamuseum.mb.ca)