



COOKS CREEK HERITAGE MUSEUM

68148 PR 212 Cooks Creek, Manitoba R5M 0E2
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Curatorial Assistant Position

May 22, 2024 to August 27, 2024
Hours of work: 10 AM to 5 PM
35 hrs per week for 14 weeks
\$16.30 per hour

About Us:

The museum is dedicated to preserving and making accessible the culture and experiences of the East European (Galician) pioneers who settled in the Cooks Creek area.

Duties:

Greeting visitors and conducting tours of all pioneer buildings. Answering phone calls and researching inquiries. Maintaining the museum's collection, enhancing displays, and cataloguing artifacts. Maintaining the neat, orderly appearance of the museum's interior and exterior. Participating in heritage demonstrations such as bread baking in the outdoor clay oven. Attending community functions to promote the museum's activities. Assisting in the compilation of information related to local history. Preparing articles for local newspapers and posters for special events.

Candidate Criteria:

- Be eligible to work in Canada
- Be fluent in English but a knowledge of French, Polish or Ukrainian an asset
- Students should be returning to full time studies in the fall
- Have dynamic oral communication skills
- Have basic computer skills PC, email
- Have some knowledge of local history and an interest in museum studies, history, or a related field
- Reliable method of transportation
- Candidates of all gender, race and ethnicity are encouraged to apply. Persons with disabilities must be able to work safely in this museum's environment, which includes managing stairs.

To Apply:

Resume with cover letter and references can be submitted to **board@cchm.ca** as can any inquiries about this position. Applications may also be mailed to the Museum. Please note that this position is subject to funding.

Deadline for applications is **April 14, 2024**. Interviews will be taking place the week of **April 22 to 26, 2024**. For more information on our Museum, please visit our website at **www.cchm.ca**.