

Curatorial Assistant

*Cooks Creek Heritage Museum
68148 PR 212
Cooks Creek MB
R5M 0E2*

May 26, 2021 to August 31, 2021
Hours of work: 10 AM to 5 PM
35 hrs per week for 14 weeks
\$12.90 per hour

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 with special attention to pandemic protocols. 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 and ongoing Pioneer Building Project. Preparing articles for local newspaper 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, fax
 - Have some knowledge of local history and an interest in museum studies, history or a related field
 - Reliable method of transportation
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To Apply:

Resume with cover letter and references can be submitted to **board@cchm.ca** as can any inquiries about this position.

Deadline for applications is **April 26, 2021**.

For more information on our Museum please visit our website at **www.cchm.ca**.