

Job Posting- Educational/Collections Management Assistant

May 7th - August 31st, 2025

17.80/hour

Full Time- 40hrs/Weeks (weekends required)



The Fort la Reine Museum is seeking an enthusiastic Education/ Collection Management Assistant for the upcoming 2025 Spring/Summer season. The candidate should possess a passion for public relations, historical research, and heritage preservation, ideally with experience managing cultural or archival collections. This role must be filled by an individual who is organized, personable, creative, and detail oriented. This position involves working with our visiting public and a small team of museum staff in addition to collaborating with a diverse group of volunteers.

Qualifications:

- Familiarity with public and educational programming within a museum setting is an asset.
- Good organization and project management skills.
- Attention to detail and the ability to conduct and complete research projects.
- Advanced computer skills, research skills, and referencing skills.
- Self-motivated but also social, and likes to work in and be part of a group environment.
- Strong oral and written communication skills.
- Post-secondary experience in archiving, administration, library studies, history, English education, and/or the social sciences is an asset.

- Experience working with youth (Child Abuse Registry and Criminal Record Checks required before employment term).
- Knowledge or demonstrated interest in culture, art, and heritage of the Canadian Prairies/Canadian Heritage.

Duties:

- Assist the Director in re-organizing the Museum's permanent collection both physically and online.
- Process new and outstanding donations (artefacts) following the collection management policy and cataloguing procedures set in place.

- Assist in guiding tours when needed.
- Conduct research projects the Director assigns for upcoming programs, exhibits, and/or acquisitions.
- Assist in preparing for and dismantling temporary exhibitions.
- Assist in cleaning and preserving heritage buildings and artefacts.
- Booking private tours/field trips via phone/email, helping to coordinate special events and seasonal programs, and providing visitors with tourist information may be required.

- Take in payments and process daily deposits using Square (admission, special events, and gift shop) when needed.
- Assistance with grounds maintenance and care.

Training And Scheduling:

The first day of employment is tentatively reserved for May 7, 2025. The director and senior staff will provide significant safety, conservation, and interpretation training during the first week. The second week will continue this orientation, in addition to heritage building cleaning, temporary exhibit installation, and season opener preparation (tentatively scheduled for May 17, 2025). The director will provide ongoing Supervision throughout the season.

Special Requirements:

All successful candidates must be between the ages of 16 and 30 years of age. Fluency in English is required, and French a considerable asset. Own transportation is a must as the museum is located 4km east of Portage la Prairie city center.

Please submit your resumes and cover letters to info@fortlareinemuseum.com by April 18th, 2025.

We thank all applicants in advance and will contact those selected for an interview.

