



CAREER OPPORTUNITY MUSEUM CURATOR

FULL-TIME PERMANENT

The Town of The Pas is seeking a knowledgeable and passionate museum curator to assist the museum director in managing and overseeing the operations of our local museum. This full-time position offers an exciting opportunity to curate, preserve, and promote the rich history and cultural heritage of our community.

SKILLS AND QUALIFICATIONS:

- Bachelor's degree in museum studies, History, or a related field.
- Experience in museum curation, cultural heritage management, or a related field.
- Excellent written and verbal communication skills, with the ability to engage diverse audiences.
- Proven ability to conduct historical research.
- Strong leadership and management skills, with the ability to manage multiple tasks.
- Proficiency in collections management software. Familiarity with Collective Access and PastPerfect museum software is an asset.
- Willingness to work flexible hours, including evenings, weekends, and holidays as required.
- Firearms License Possession and acquisition, or willingness to attain, is an asset.
- Satisfactory criminal record and vulnerable persons checked by the RCMP.

DUTIES AND RESPONSIBILITIES:

- Be responsible for the collections, their use, acquisition, conservation, documentation, cataloguing, and research; as well as developing and preparing exhibits.
- Design, plan, and implement engaging museum exhibits that highlight the history, culture, and heritage.
- Develop and coordinate educational programs, workshops, and special events to engage the community and enhance public awareness.
- Identify and pursue funding opportunities through grants to support museum operations and special projects.
- Manage the museum's daily operations, including budgeting, reporting, and supervision.
- Conduct in-depth research on historical and cultural topics relevant to the museum's collection and exhibitions.
- Performs other related duties as assigned.

WAGE RATE: As Per Collective Agreement, **\$23.45/hour**

HOURS OF WORK: Monday through Friday - 8:30 a.m. to 5:00 p.m. (Occasional evenings and weekends)

Applications will be accepted until **the position is filled and should be directed to:**

Human Resource Officer
hr@townofthepas.ca
P.O. Box 870, The Pas, MB. R9A 1K8
Fax: (204) 623-5506
www.townofthepas.com

This position is open to all applicants in accordance with the Human Rights Legislation of Manitoba

We thank all candidates for their interest, however only those selected for an interview will be contacted.