

Curator & Archivist Job Posting – Sam Waller Museum

The Sam Waller Museum 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 as necessary.
- Conduct in-depth research on historical and cultural topics relevant to the museum's collection and exhibitions.
- Performs other related duties as assigned.

WAGE & BENEFITS

- Hourly rate of \$23.45, 37.5 hours a week (Currently under review)
- Eligible for overtime pay
- Health, vision and dental insurance
- Pension contribution from the Town of The Pas
- Relocation assistance

The Sam Waller Museum is a one of a kind museum located in The Pas, Manitoba. It features a large and diverse collection that was mainly acquired by its founder, Sam Waller. With his diverse experiences as a teacher in the North and his vast network of lifelong

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connections, he would collect anything and everything and eventually created The Little Northern Museum. The Town of The Pas would take stewardship of the important cultural icon in 1979 and in 1991 the museum was moved to the now vacant court house that was constructed in 1916 and is now designated as a historic building in Manitoba, and where it continues to reside to this day. The museum features three galleries, two of which are dedicated to permanent exhibits while the third is a rotating gallery, a large downstairs event space for the community, a discovery centre for kids, a model jail cell based on the history of the building and a large upstairs collections facility to house and store the unique array of artefacts.

For more information on the exhibits, the history and the collections contained at the Sam Waller Museum, please visit our website at: <https://www.samwallermuseum.ca/>

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

Jaxon Baker - Museum Director, Sam Waller Museum

jaxonb@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.