



Competition No:	2022-15	Duration:	May - October 2022 (20 weeks)
Close Date:	March 4 th , 2022 at 4:00 p.m.	Remuneration:	\$14.05 per hour
Position Title:	Summer Museum Programmer		
Department:	Culture, Recreation and Green Transportation	Hours of Work:	Up to 35 hrs/week

Located 20 minutes from Winnipeg, Selkirk is a vibrant small city with a hometown feel. Our close-knit community loves to celebrate, learn and explore in the company of good neighbours. All through the year, there are many opportunities to enjoy local talent, learn about our past and seek out new interests. The City of Selkirk is currently in search of a **Summer Museum Programmer** to join our team. The lucky individual will assist with planning, preparation, and delivery of heritage related activities for the Selkirk Museum.

The Selkirk Museum is an online museum that intersects the City's past with the future. Through the innovative use of technology, multimedia and leveraging of carefully researched and creatively documented stories, the museum brings to life Selkirk's history in a way that educates, entertains, and inspires local citizens and visitors alike.

YOUR JOB DUTIES WILL INCLUDE:

1. Administrative
 - Marketing of the Selkirk Museum to attract visitors to learn the rich history of Selkirk through local tourism associations, news media and social media.
 - Assist with planning and coordinating special events, such as but not limited to Canada Day, Selkirk Comes Alive, Culture Days and Selkirk 140 programming that incorporates heritage themes.
 - Assist in developing and implementing historical and educational interpretive programs.
 - Research and write exhibits for the Selkirk Museum using sources such as the Manitoba Archives, Legislative Library, local history books and oral history interviews.
 - Write blog posts for the museum that capture, preserve and share the heritage of Selkirk.

2. Technical
 - Maintain collection care, cataloguing procedures, update computer files, website and data base for the Selkirk Virtual Museum.
 - Assist with conducting and recording oral histories, managing the digital files and transcribing the interviews.
 - Manage the Selkirk Museum Facebook and Instagram creating engaging content for followers.

3. Perform other related duties as may be assigned.

SPECIFICATIONS/QUALIFICATIONS:

1. Education, Knowledge and Experience

- Completion of Grade 12 with additional post-secondary education in a related field of communications, events, recreation, heritage or tourism.
- Proven understanding of project/event development, marketing and event promotion.
- Strong oral and written communication skills.
- Strong organizational and administrative skills.
- Computer experience using Microsoft Word, Excel, Outlook, internet and social media.
- Valid Manitoba Class 5 Drivers License.
- Clear current Child Abuse Registry Check.
- Clear current Criminal Reference Check.

COMMENTS:

The City of Selkirk is an equal opportunity employer, committed to providing an inclusive work environment. Applicants who require accommodation during the hiring process are encouraged to contact the City's Human Resources Division via the information provided in the Contact Information section of this posting.

This is for a casual position of Summer Museum Programmer which is excluded from the Collective Agreement and is open to all applicants. This position will involve evening and weekend shifts. Applications will be accepted until March 4th, 2022 4:00 p.m. Interested individuals are to specify position being applied for and direct their application to:

Contact Information:

Human Resources, City of Selkirk, 200 Eaton Avenue, Selkirk, Manitoba R1A 0W6

FAX #: 1-204-482-5448

Email: jobs@cityofselkirk.com

Thank you to all who apply, however, only those candidates selected for an interview will be contacted.

For a copy of the full job description please visit our website, myselkirk.ca.

The City of Selkirk is dedicated to building a workforce that reflects the diversity of the community we serve. We are an equal opportunity employer, committed to providing an inclusive work environment. Applicants who require accommodation during the hiring process are encouraged to contact the City's Human Resources Division via the information provided in the Contact Information section of this posting.

NOTE: Employees will be required to adhere to the City's Vaccination Policy.

If you would like more information on this position or view the full job description, please visit myselkirk.ca.