

The Municipality of Grassland is inviting applications for the summer positions of Museum Curator in Elgin, MB.

The Museum Curator position provides an exciting opportunity for students interested in history, art, or cultural heritage to gain hands-on experience in the curation and management of museum exhibits. The Museum Curator will assist in researching, organizing, and maintaining exhibits, as well as guiding and educating the public on artifacts and the history of our municipality.

#### **Duties and Responsibilities**

- Collecting and cataloguing items and artifacts
- Researching items
- Creating displays
- Data-entry
- Guiding tours for the public
- Light cleaning and organizing
- Bringing deposits and donations to the Municipal Office
- Planning and attending museum events and functions
- Daily reporting to the Recreation and Facilities Coordinator

#### **Preferred candidate will have the following qualifications**

Must be at least age 15

Strong research abilities, with a keen interest in history, art, or culture.

Excellent verbal and written communication skills, with the ability to engage with museum visitors and provide educational content.

Ability to manage multiple tasks and details, including assisting with collections, designing displays, and event coordination.

A high level of attention to detail, especially in handling artifacts, cataloging collections, and creating exhibit materials.

Basic computer proficiency used for data and collections management is an asset.

Ability to work collaboratively in a team environment with volunteers and the public.

#### **Schedule**

Approximately 35 hours per week, Monday to Friday. Occasional weekends may be required for events.

**Term of Employment will be approximately 8-10 weeks, depending on availability of the candidate.**

**Term begins in June and ends at the end of August. Positions are dependent on funding.**

#### **How to apply:**

Interested individuals can send a resume and cover letter to:

Municipality of Grassland, Box 399 Hartney, MB R0M 0X0 or email to: [cao@mglgov.ca](mailto:cao@mglgov.ca)

**Closing Date:** Positions will remain open until suitable candidate is found; however, applicants may be reviewed as early as January 27th, 2026.

**For any questions or further information, please contact Kristy Wells, CAO at 204.858.2590, or email [cao@mglgov.ca](mailto:cao@mglgov.ca) for more information.**

*We thank all who apply and advise that only those selected for further consideration will be contacted.*