

## **Museum Intern**

**Length of Assignment:** November 29<sup>th</sup>, 2021 to March 31<sup>st</sup>, 2022

**Positions:** 2

**Hourly Wage:** \$16.00

**Job Type:** Full-time (35 hours per week)

**Deadline for application:** 4:30 PM, Monday, November 22<sup>nd</sup>, 2021

**To apply:** Email a cover letter, resume and letter of reference to [info@oseredok.ca](mailto:info@oseredok.ca)

### **General:**

Reporting directly to the Curator of Collections and the Project Mentor, the Museum Intern(s) will work to implement an inventory of the Oseredok Ukrainian Cultural and Educational Centre's textile collection. Over a seven month contract, Two Museum Interns will work to process a diverse range of textile material held in the Centre's care. This project aims to enhance the access to Oseredok's collections and the material histories of Ukrainian migrants and Ukrainians in Winnipeg and Manitoba. This position is an opportunity for a recent graduate to lead a project and develop their skills in collections management. At the end of this project, the Museum Intern(s) will present a public lecture on their work and research as part of Oseredok's public programming.

### **Primary Responsibilities and Duties:**

- Describe, catalogue, and enter into a database information about over 1000 museum items in Oseredok's collection;
- Physically manage and sort collections materials;
- Carefully and accurately describe collections items according to museum standards of description;
- Digitally photograph artifacts identified during a physical inventory and upload each colour image to an accompanying artifact still image database;
- Where necessary research and verify any additional descriptive cataloging or provenance information required to strengthen a catalog entry;
- Work towards a final public presentation for Oseredok's Public Programming about Oseredok's textile collection;
- Report to supervisors about the progress of the project;
- Maintain organized and presentable work spaces.

### **Knowledge, Skills, and Abilities:**

- Strong verbal and written communication skills;
- Ability to work independently and in a team environment with staff, volunteers and the

- general public;
- Experience photographing and documenting museum artifacts and collections preferred;
  - Ability to lead and supervise team members and volunteers working on projects;
  - Possess cultural awareness and sensitivity;
  - Be skilled in standard computer application programs such as Word, Excel, PowerPoint, internet applications and familiar with standard office equipment such as photocopiers, phones, etc.;
  - Possess the ability to follow direction and to adjust to changing procedures;
  - Possess strong organizational skills;
  - Possess the ability to multi-task and prioritize projects.

**Requirements:**

- Degree in Art History, Museum Studies, Collections Management, or History, with a demonstrated familiarity with museum artifacts or textile art desired; other disciplines will also be considered;
- Have strong inter-personal communication skills in English; English and Ukrainian preferred.

**This position is funded through Young Canada Works. As such, applicants must meet the program's eligibility requirements before they are offered an interview.**

A student may be eligible for employment if they:

- Are a Canadian citizen or a permanent resident, or have refugee status in Canada (non-Canadians holding temporary work visas or awaiting permanent status are not eligible);
- Are legally entitled to work in Canada;
- Are between 16 and 30 years of age at the start of employment;
- Are willing to commit to the full duration of the work assignment;
- Will not have another full-time job (over 30 hours a week) during the Young Canada Works (YCW) work assignment;
- Are unemployed or underemployed;
- Are a college or university graduate;
- Will not be receiving Employment Insurance (EI) benefits while employed with the program; and
- Have not previously participated in or been paid under this or any other Career Focus internship program funded under the Government of Canada's Youth Employment Strategy.

**About Oseredok:**

Oseredok Ukrainian Cultural and Educational Centre is a public heritage institution with a mandate to preserve and share Ukrainian heritage in Canada. It collects, cares for, documents and interprets material related to the intellectual and cultural life of the Ukrainian community. These include, among other, objects of material culture, folk art, fine art, ethnology, and community history. The Centre shares its collections with the public through a public program of exhibitions, guided tours and affiliated activities, workshops, courses, public lectures and special events. It also provides access to its holdings for researchers and provides reference services to the public.

**Oseredok is committed to equity in all its policies, practices and procedures. We welcome applications from all qualified individuals who apply for this position.**

