

## Job Posting

### Museum Intern

Length of Assignment: June 19<sup>th</sup>, 2023 to November 17<sup>th</sup>, 2023

Hourly Wage: \$16.65

Job Type: Full-time (5 days per week)

Deadline for application: 4:30 PM, Friday, June 2<sup>nd</sup>, 2023

Positions: 1

Location: Winnipeg

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, the Museum Intern will work to catalogue the Oseredok Ukrainian Cultural and Educational Centre's museum fine art collection. Over a five months contract, Museum Intern will catalogue paintings and sculptures 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 as well as preserve it for the future generations. This position is an opportunity for a recent graduate to develop their skills in collections management. At the end of this project, the Museum Intern will present a public lecture on their work and research as part of Oseredok's public programming.

### Primary Responsibilities and Duties:

- Catalogue fine art objects in Oseredok's collection in a collections management (CM) system;
- Describe fine art objects according to the Cataloging Cultural Objects (CCO) museum standard;
- Physically manage fine art objects and prepare them for storage according the best museum practices;
- Take pictures of each object, apply corresponding metadata for identification purposes and upload them in the CM system;
- Where necessary research and verify any additional descriptive or provenance information;
- Work towards a final public presentation for Oseredok's Public Programming about Oseredok's museum fine art collection;
- Report to supervisors about the progress of the project;
- Maintain organized and presentable work spaces.

#### Knowledge, Skills, and Abilities:

- Experience or knowledge of museum cataloguing rules (e.g. Cataloging Cultural Objects, Cataloguing Museum & Special Collections Objects, etc.);
- Knowledge of Nomenclature 4.0 for Museum Cataloguing or other controlled vocabularies;
- Experience cataloguing in museum, archival, library or collections management systems;
- Strong verbal and written communication skills;
- Ability to work independently and in a team environment with staff, volunteers and the general public;
- Experience photographing;
- Familiarity with Ukrainian culture;
- Working knowledge of Ukrainian is a strong asset;
- 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, Archival Studies, Librarianship, Information Studies or History, or more than 1 year experience working in a museum, library or archives;
- 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.