

## Job Opportunity: Museum Staff Manager

- 📍 **Location:** Fort la Reine Museum, Portage la Prairie MB
- 📅 **Start Date:** April 30, 2025
- 💰 **Wage:** \$20/hour (40hrs/week)
- 🕒 **Duration:** 16 weeks (Some weekends required)



Are you passionate about history, culture, and team leadership? The Fort la Reine Museum is seeking an **organized and motivated Museum Staff Manager** to oversee daily staff operations and support programming for the 2025 season!

### Key Responsibilities:

- ✓ Assist in setting staff schedules and managing timesheets
- ✓ Develop weekly work plans for museum summer staff
- ✓ Support the Executive Director with programming, special projects, and museum operations
- ✓ Provide leadership to staff and ensure a positive visitor experience

### Qualifications & Skills:

- Strong organizational and communication skills.
- Experience in scheduling, team coordination, or administration.
- Interest in museum work, heritage, or nonprofit management.
- Ability to multitask and adapt to dynamic work environments.
- Experience working with youth (Child Abuse Registry and Criminal Record Checks required before employment term).
- Familiarity with public and educational programming within a museum setting is an asset.

Join us in preserving and sharing local history while gaining valuable experience in museum operations!

### 📧 How to Apply:

Submit your resume and a brief cover letter to [info@fortlareinemuseum.com](mailto:info@fortlareinemuseum.com) by April. 18th 2025.

Please provide 2 references.

Please do not hesitate to reach out to the email below or call 204-857-3259 for more information.

Fort la Reine is an equal opportunity employer. We encourage applications from individuals of all backgrounds.

### Special Requirements:

All successful candidates must be between the ages of **16 and 30**. Fluency in English is required, and French is a considerable asset. Own transportation is a must, as the museum is located 4km east of Portage la Prairie city center.

We thank all applicants in advance and will contact those selected for an interview.