

INDIGENOUS ARTS LEADERS FELLOWSHIP



The Winnipeg Arts Council and the Manitoba Museum are seeking interested applicants for the Indigenous Arts Leaders Fellowship for 2019-20. First Nations, Métis, or Inuit people interested in receiving a paid Fellowship as part of a Winnipeg cultural organization between October 1, 2019 and June 30, 2020 are invited to apply. The 2019-20 Fellowship is a paid position with the Manitoba Museum.

The Manitoba Museum, a not-for-profit and charitable organization, is Manitoba's largest heritage and science centre. The Museum is unique in its combination of human and natural history themes, multi-dimensional interpretation, immersive dioramas, science and astronomy education, with quality school and public programs and exhibits. The Museum is currently embarking on a multi-phased capital renewal project, which will see a transformation of 42% of the Museum Galleries by the end of 2020.

The Indigenous Arts Leaders Fellowship provides a First Nations, Métis, or Inuit arts administration professional with a specialized opportunity to become immersed in the history of material culture and the community of cultural organizations in Winnipeg. Working alongside the Museum's senior leadership team, and with the staff in each department, the Fellow will receive dedicated mentoring within the organization while working on professional development and management skills.

Specific areas of focus that the Fellow will work on throughout their term include supporting

- Volunteer recruitment /management
- Human Resources Management
- Not-for-Profit Governance

In addition, the Fellow will have the opportunity to observe and/or work in the following areas based on their interest and skills:

- Museum, Science Gallery and Planetarium Programs
- Finance and Operations
- Marketing
- Research, Collections and Conservation

The Fellow will also be part of the events coordination team supporting The GOAT - *"The Greatest of All Time"* artisan marketplace event.

Qualifications:

A combination of education and experience which demonstrates a commitment to arts and/or cultural administration is required. This may include professional practice, work history, volunteerism, education, and peer recognition. Additionally,

- Grade 12 Diploma is required. One or two-year Post High School Certificate or Diploma is an asset

- Minimum of one year experience working in an office and/or with the general public is expected.
- Knowledge and understanding of proper business demeanor (reliability and punctuality).
- Enthusiastic, friendly and energetic with a genuine desire to provide outstanding service.
- Experience in event planning /management and/or clerical work is an asset
- Familiarity with social media like Facebook and Instagram is an asset

Skills Required:

- Ability to follow direction
- Organization skills with strong attention to detail
- Good oral and written communication skills
- Ability to exert up to 10lbs of force and occasionally lift and/or move up to 30lbs
- Ability to work under pressure
- Ability to use Microsoft Word and Excel is an asset

Condition of Employment:

- Must pass Child Abuse Registry Check (Manitoba Museum employment requirement)
- Applicants for this position must commit to working five days per week from October 1, 2019 to June 30, 2020 inclusive, with flexibility that includes evening and weekend hours

To Apply:

Complete the application form and attach your CV or resume and submit by Friday, September 13, 2019 to:

Indigenous Arts Leaders Fellowship
 Winnipeg Arts Council
 103-110 Princess Street
 Winnipeg, Manitoba R3B 1K7
dom@winnipegarts.ca

The Winnipeg Arts Council and the Manitoba Museum are committed to employment equity and welcomes diversity in the workplace. We thank all applicants for their interest, however, only those being considered for interviews will be contacted.

