



St. Vital Museum
600 St. Mary's Rd.
Winnipeg, MB, R2M 3L5
www.svhs.ca info@svhs.ca
(204) 255-2864

Employment Opportunity: **Museum Administrator**

Location: Winnipeg, Manitoba

Position Type: Part-Time (currently 4 days/28 hours per week which includes Saturday) 9:00 - 4:30) This position has grown substantially during the past few years. The St. Vital Museum Board of Directors has expectations that this can become a full-time position in the near future.

Compensation: \$20 per hour

Reports To: President of the Museum Board of Directors

About the Museum

The St. Vital Museum is dedicated to **preserving, sharing, and celebrating the rich history of St. Vital and the surrounding community**. Located in the historic former fire hall/police station/municipal offices on St. Mary's Road, the museum serves as a gathering place for storytelling, education, heritage preservation, and community connection.

The **museum is a small, personable, and community-driven organization that values collaboration, creativity, and meaningful public engagement**. Staff, volunteers, board members, and visitors work closely together in a welcoming and supportive environment where new ideas and initiatives are encouraged. As the museum continues to expand its exhibits, programming, partnerships, and educational opportunities, **there is tremendous potential for growth and for the successful candidate to help shape the future direction of the organization**.

Position Overview

The Museum Administrator plays a key role in the daily operation and long-term success of the museum. This is a dynamic, hands-on position ideal for someone who is organized, personable, community-minded, and passionate about local history and culture.

The successful candidate will oversee daily administrative operations while also assisting with exhibits, visitor services, volunteer coordination, community outreach, and general museum activities. Because this is a small community museum, the role requires flexibility and a willingness to wear many hats.

A complete list of key responsibilities can be supplied upon application.

Required Qualifications

- Strong organizational and communication skills
- Excellent interpersonal and customer service abilities
- Ability to work independently and manage multiple responsibilities
- Proficiency with computers, email, Microsoft Office/Google Workspace, and basic office systems
- Reliable, adaptable, and detail-oriented
- Passion for community history, heritage, and education



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Assets

- Experience working in museums, archives, galleries, non-profits, or heritage organizations
- Experience with volunteer coordination or event planning
- Knowledge of local Winnipeg or St. Vital history
- Experience with collections management or exhibit development
- Social media, marketing, or graphic design experience
- Grant writing or fundraising experience

Working Environment

This position takes place primarily onsite at the museum and may occasionally involve evening or weekend work for special events, programs, or meetings.

The Museum Administrator will work closely with the President of the Board of Directors, volunteers, community partners, and the public in a collaborative and community-focused environment.

Why Join Us?

This is an opportunity to make a meaningful impact within the community by helping preserve and share local history. The successful candidate will play an important role in shaping the future of a growing community museum while helping create engaging educational and cultural experiences for visitors of all ages.

How to Apply

Please submit:

- A resume
- A brief cover letter outlining your interest and relevant experience
- References (optional at initial application stage)

Applications can be submitted by email to: info@svhs.ca

Initial application deadline is Thursday, June 11, 2026

We thank all applicants for their interest; however, only those selected for an interview will be contacted.