

Collections Manager

Organization Background

The Manitoba Indigenous Cultural Education Centre Inc. (MICEC) is the largest cultural education centre in Manitoba and a provincial, not-for-profit organization which promotes awareness and understanding of Indigenous cultures, languages and peoples to anyone interested.

The Manitoba Indigenous Cultural Education Centre Inc. is a provincial not-for-profit charitable institution dedicated to providing an awareness and understanding of Indigenous cultures to all interested groups and individuals. The centre is home to an extensive library, including a children's area, a teaching kitchen, a terrarium, and a wide-ranging collection of artwork, artifacts, recordings and other heritage objects. The centre also provides cultural and language programming to the community.

Position Summary

MICEC is seeking an experienced **Collections Manager** to lead the management and care of the MICEC Heritage Collection including material, digital and audio video materials. The Collections Manager is a newly created full-time position and will be responsible for managing a team of collections staff and contractors, while creating and leading the strategy for collections management, care and curatorial development. The Collections Department is responsible for all aspects of collections care at MICEC: digitization, archives, donations, divestment, storage, curation & exhibition, loans, etc.

In addition to collection management, the Collections Manager will serve as a member of the MICEC Leadership Team to guide and grow MICEC in this exciting time of development. This position is funded for 16 months by the Community Services Recovery Fund through the United Way Winnipeg, with opportunities to extend dependent on funding.

Primary Duties and Responsibilities

The Collections Manager perform a wide range of duties including, but not limited to, all the following:

Collections Management:

- Responsible for the overall collections care and management of The Heritage Collection at MICEC.
- Work with MICEC consultants and collections team members to evaluate and inventory the various elements of the MICEC Collections, including the various projects ongoing currently. The elements of the collections include: Photos & Slides, Audio & Video, Documents, Books, and Material Culture.
- Create a 5-year strategy for MICEC collections which includes goals and strategies for long-term development, sustainability and community engagement.
- Update and align all current MICEC Collections Policy documents, including (but not limited to): Collections & Digitization Policies, Collections Management Procedures, Collection Storage and Conservation Policies, Digital Asset Management plans, etc.

Financial Management & Long-term sustainability:

- Work with the MICEC Business & Strategy Development Manager to write, manage and report on MICEC Collections Grants (3-7 per year)
- Monitor and evaluate department budgets and expenses
- Prepare reports, presentations, memorandums, proposals and correspondence as needed

Personnel management:

- Supervise and manage collections staff
- Assess and recruit contractors as needed
- Schedule and attend confidential management and board meetings, report on Collections activities as needed
- Hire and supervise annual summer students.
- Maintain a safe and secure working environment

Other Duties and Responsibilities:

- Contribute to the MICEC Management Team working group
- Contribute and participate in organizational strategy development and management team planning
- Participate in MICEC fundraising events and community activities, beyond primary duties
- Conduct basic tours of the facility at the request of guests and visitors
- Dress in a manner that is presentable and appropriate for a business casual environment
- Other duties as assigned by the Executive Director

Qualifications

- Degree in a discipline appropriate to museums, such as museum management, curatorial, collections management, archival studies and conservation or a combination of related training and experience.
- Considerable knowledge of collections management care, documentation and preventative conservation practices and standards.
- Working knowledge of the Past Perfect Collections Management system.
- Excellent communications, planning and reporting skills.
- Must have an above average knowledge of computer software programs including Word, Excel, Outlook, PowerPoint, Publisher etc.
- Criminal record check.
- Knowledge of Indigenous cultures, peoples and history required.
- Knowledge of Indigenous languages an asset.

The MICEC Collections Manager will work from the MICEC Collections offices in Winnipeg, located at 1313 Border Street, and attend meetings regularly at MICEC's galleries at 119 Sutherland Ave. Reliable transportation is required.

The Collections Manager will work a standard workweek, but additionally will often work evening, weekends, and overtime hours to accommodate activities such as Board meetings and representing the organization at public events.

How to Apply:

If you are interested in applying for this position, please submit your resume and cover letter by November 27, 2023 via email to dene@micec.com; Please include "Collections Manager Application" in the subject line.

Priority for all positions at MICEC is given to Indigenous peoples. Applicants are encouraged to self-identify in their cover letter.