



# Manitoba Indigenous Cultural Education Centre Inc.

## Employment Opportunity

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### **Collections Assistant**

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.

#### **Position Summary**

MICEC is seeking a qualified youth to assist with the care and preservation of digital collection at MICEC and to support the work of the The Heritage Collections team. This is a full-time summer term position for 12 weeks starting on June 1, 2022. Regular office hours are Monday to Friday from 8:30 am to 4:30 pm with occasional evenings and weekends. This position will work from our archives location at 1313 Border Street.

Under the supervision of the MICEC Collections Contractor, the Cataloguing Assistant will support the documentation and organization of the Heritage Collection at the Manitoba Indigenous Cultural Education Centre. Using Collections Management software, and audio and video recording equipment, the Collections Assistant will support the Collections Contractor to create a cataloguing system for the video collection at MICEC, as well as catalogue, document and research the collection for long-term preservation and educational sharing.

#### **Duties and Responsibilities**

- Assist with all aspects of cataloguing the digital collection at MICEC logging meta-data, record creation, maintenance, documentation, research, online educational programming, and special events. The primary responsibility will be to support the work of the Collections team.
- Document collection items through research, interpretation and data entry.
- Create resources which promote the Heritage Collection to targeted groups and to the general public
- Answer general phone inquiries using a courteous and professional manner
- Assist with other MICEC programs, services, and events upon request

#### **Essential Qualifications**

- be between 15 and 30 years of age at the start of the employment
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada
- Have knowledge of, or interest in Collections Management, Video cataloguing and/or Archival studies
- Knowledge of Indigenous histories, peoples and cultures in Manitoba

#### **Preferred Qualifications**

- Relevant prior work experience and/or education is an asset
- Excellent communication skills
- Excellent time-management skills including the ability to follow a work plan and prioritize tasks.
- Demonstrated ability to work independently and as part of a team.
- Proficiency in MS Office (Word, Excel, PowerPoint, Outlook)
- Knowledge of an Indigenous language is an asset

#### **How to Apply:**

If you are interested in applying for this position, please submit your resume and cover letter by

**May 12, 2022** to Linda Anderson, Office Manager via email to [linda@micec.com](mailto:linda@micec.com); Please include "Cataloguing Assistant Summer Job Application" in the subject line.

*Thank you for your interest  
Please note that only qualified applicants will be contacted for an interview*