



# Manitoba Indigenous Cultural Education Centre Inc.

## Employment Opportunity

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### Digitization and Documentation Assistant – Summer Job

The Manitoba Indigenous Cultural Education Centre Inc. (MICEC) is a provincial, not-for-profit educational organization that promotes awareness and understanding of Indigenous cultures.

#### Position Summary

MICEC is seeking a qualified youth to assist with the digitization of the audio and visual collection; and the documentation of the Heritage Collection; and to support the work of the Office Manager and Collections Assistant. This is a full time summer term position for 14 weeks starting on May 10, 2021. Regular office hours are Monday to Friday from 8:30 am to 4:30 pm with occasional evenings or weekends.

#### Duties and Responsibilities

- Assist with digitization of audio and video recordings into electronic formats.
- Support and assist with historical documentation of the Heritage Collection.
- Assist with collection care of the Heritage Collection.
- Assist with curating displays in the MICEC building.
- Conduct inventory of the collection.
- Answer general 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 museum studies, collections management, or digitization.

#### 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 Indigenous history and culture
- 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 5, 2021** to Anna Parenteau, Office Manager via:

Email: [anna@micec.com](mailto:anna@micec.com); Please include "Digitization and Documentation Assistant Summer Job Application" in the subject line.

By mail: Manitoba Indigenous Cultural Education Centre Inc.  
119 Sutherland Avenue, Winnipeg MB R2W 3C9

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