

## Job Poster

- **Program stream:**  
Young Canada Works at Building Careers in Heritage
- **Job title:**  
Collections Management Intern
- **Organization name:**  
Winnipeg Art Gallery
- **Job location:**  
Winnipeg, MB
- **Length of assignment:**  
2020-05-25 - 2021-03-31
- **Hourly wage:**  
\$19.13
- **Please prepare a job poster in the box below. If your application is approved for funding by Young Canada Works, this job poster will appear on our website for potential candidates to view. Make sure to include a short description of the job and a description of your organization. Please also indicate how you wish the candidates to apply, the deadline and the required qualifications. You may also describe the characteristics of the city or region where the job will take place. Provide information on cultural events, tourist attractions and websites to visit.**

Reporting to the Collections Management team, the Collections Management Intern

Duties of the Intern include the following:

- attend an initial orientation to the WAG staff, facilities, and the WAG's Inuit Art Collection
- receive training in art handling and safety, and museum best practices
- become familiar with the WAG's collections database, for research and updating
- learn the locations for the storage of the collection, and update the location of each work as needed
- fulfill internal and external image requests and research inquiries
- prepare copyright paperwork and track reproductions
- close loan files
- creating and updating artwork files, and processing newly accessioned artwork
- updating artwork filing standards and re-evaluate image request fee schedule
- help draft copyright policy

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- other duties as assigned

Candidate Qualifications:

- completion of at a degree or diploma in art history, collections management, cultural studies, or a related field of study;
- exceptional attention to detail and organization;
- able to physically lift up to 50 lbs;
- ability to handle delicate items;
- capable of working independently, and as part of a two-person team;
- experience working with galleries or museums in collections care is an asset;
- knowledge of, and interest in, the visual arts is an asset.
- superior understanding of Microsoft Office is required
- experience with database systems will also be an asset
- problem solving skills and a superior attention to detail are required.
- knowledge of an Indigenous language will be an asset but is not required

The Winnipeg Art Gallery will give preference to Indigenous, new Canadian, or differently-abled applicants.

Interested parties may please submit applications through the YCW website or to Mike Malyk, Human Resources Manager:

mmalyk@wag.ca or 204.789.1292, or in-person at 300 Memorial Boulevard, Winnipeg, MB, R3C 1V1.

This position is dependent on funding from the Canadian Heritage Young Canada Works at Building Careers in Heritage (YCW-BCH) program and candidate eligibility is stipulated by Young Canada Works graduate grant guidelines (<https://www.canada.ca/en/canadian-heritage/services/funding/young-canada-works/students-graduates/careers-heritage-graduates.html>). Candidates must register online through the YCW website.

The Winnipeg Art Gallery is located on Treaty No. 1, the original lands of Anishinaabe, Ininiwak, Anishininiwak, Dakota, and Dene peoples, and on the homeland of the Métis Nation. Since 1912, the Winnipeg Art Gallery has been one of Canada's leading art museums, presenting local, national, and international artists. The WAG Inuit Art Centre, which will hold in-trust the world's largest collection of public contemporary Inuit art, is set to open Fall 2020.