Manitoba Curling Hall of Fame & Museum
Collections Management Assistant (1 position)

May 25, 2026 to August 28, 2026
$17.75 / hour, 35 hours per week

All work will take place at the Manitoba Curling Hall of Fame & Museum, 145 Pacific Ave., Winnipeg, Manitoba.

The Manitoba Curling Hall of Fame & Museum seeks student for a fourteen (14) week project to photograph portions of the collection and to complete data upgrades. They will also make some content publicly available.

1. To scan/photograph portions of the collection
2. To improve written documentation of portions of the collection
3. To review and improve value lists in the database.
4. To prepare 2-3 blog stories for the website, focusing on elements of some of the newly catalogued objects

Physical demands of the job include sitting at a desk for long periods, using a computer/laptop, and digital camera. The student must be able to move collections items safely from storage shelving to workspaces, including lifting items up to 20 lbs. Access to collections may include using a ladder. Some of the work will take place at an off-site building, located about 200 meters away.

The Manitoba Curling Hall of Fame & Museum (MCHFM) was established as an arm's-length agency of the Manitoba Curling Association and Manitoba Ladies Curling Association in 1987. The two associations amalgamated to CurlManitoba in 2000 and the new organization continued the arm's length relationship with MCHM, appointing a single director to the ten member volunteer Board of Directors. The organization functions with a volunteer Curator and all committee functions carried out by volunteers.

With over 40,000 pieces, the MCHFM is acknowledged as having one of the most extensive collections of curling artifacts, images and documents in the curling world. The Hall of Fame recognition and related materials are exclusively Manitoba oriented. As well, many of the curling artifacts, images and documents relate to the early history of curling in Manitoba.The Student will work under the direct supervision of the Curling Hall of Fame & Museum Curator Resby Coutts, and the Project Supervisor, Andrea Reichert.

Education
- be a post-secondary graduate from Museum Studies, History, Art History, Fine Art, or Archival Studies.

Desired Skills
- have excellent and demonstrated organization skills
- have excellent attention to detail
- experience museum databases and Musetoba in particular an asset
- have excellent organizational and verbal/written communication skills
- be proficient with conceptual planning and managing information
- experience with scanners and DSLR cameras an asset

Personality
- have an interest in curling/sport heritage
- be enthusiastic about museum collections
- be able to work as a team member and independantly
- be creative and able to think originally

This position is funded by Young Canada Works. The following are the criteria for eligibility.
A student may be eligible for employment if they:
- are a Canadian citizen or a permanent resident, or have refugee status in Canada (non-Canadians holding temporary work visas or awaiting permanent resident status are not eligible);
- are legally entitled to work in Canada (have a valid social insurance number);
- are between 16 and 30 years of age inclusively at the start of employment; and
- are a high school, college, CEGEP or university student.

Application Process

Resumés (cover letter, resumé and minimum two references) and inquiries should be directed to Resby Coutts, Curator, Manitoba Curling Hall of Fame & Museum, by April 20, 2026.
Contact info:
mbcurlmuseum@gmail.com, 145 Pacific Ave, Winnipeg, MB, R3B 2Z6

The Manitoba Curling Hall of Fame & Museum recognizes the importance of equity and diversity in the workplace. We encourage applicants to voluntarily self-declare in their cover letter, resumé or application if they are members of the Government of Canada job equity groups, such as women, persons with disabilities, visible minorities or Indigenous, Métis or Inuit peoples, and members of the LGBTQ2 community.