

**MANITOBA HOCKEY HALL OF FAME & MUSEUM
COLLECTIONS MANAGEMENT ASSISTANT**

June 8, 2026 to August 28, 2026

\$17.75 / hour, 35 hours per week

All work will take place at the Sport Manitoba building, 145 Pacific Ave., Winnipeg, Manitoba.

TASKS:

The Manitoba Hockey Hall of Fame & Museum seeks student for a twelve (12) week project to assist with establishing a new Manitoba collections management database. This will include:

1. Database customization
2. Data consistency checks, to make sure that migrated information is complete and accurate
3. Testing of the functions of the database
4. Public access tasks including review of current data and photography tasks

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.

SKILLS AND QUALIFICATIONS:

Manitoba Hockey Hall of Fame & Museum is seeking an individual with:

- Post Secondary student in Museum Studies, Archival Studies, History Art History, School of Art or related field
- Students with comparable education and/or employment experience will be considered
- Priority will be given to senior students (3rd/4th year undergraduate or higher preferred)
- Interested in sport history or hockey history
- good attention to details
- previous collections work is an asset
- photography skills, DSLR camera, scanning and/or photo editing software
- artifact handling
- excellent computer skills
- good communication skills
- ability to work independently

TERM:

We anticipate that the student will work full time through the summer.

MANITOBA HOCKEY HALL OF FAME AND MUSEUM INFORMATION

- To establish, operate, and maintain a museum of hockey history in Manitoba for the benefit of the public
- To advance education by providing publicly available scholarships to students involved in the combination of excellence in athletics, academics, and community service to further their education
- To benefit the community by awarding grants to support community projects and activities relating to under-represented or financially challenged members of the community
- To advance education by providing awards to individuals or organizations for best publication or production related to Manitoba's hockey history
- To undertake activities ancillary and incidental to the attainment of the above purposes

With over 2,500 objects the MHHF celebrates the history of hockey in Manitoba.

The Student will work under the direct supervision of the Project Supervisor, Andrea Reichert.

HOW TO APPLY

Send a résumé, cover letter and two references to Andrea Reichert andrea.mhhf@gmail.com.

Manitoba Hockey Hall of Fame & Museum by May 4, 2026.

c/o 145 Pacific Avenue | Winnipeg | Manitoba | R3B 2Z6

Please include “MBHMF Summer Position” in your subject line. We prefer attachments in pdf format.

EMPLOYMENT EQUITY STATEMENT

The Manitoba Hockey Hall of Fame & Museum is an equal opportunity employer and recognizes the importance of equity and diversity in the workplace.

- The MBHMF recognizes the importance of equity and diversity in the workplace. We encourage applicants to voluntarily self-declare in their cover letter, résumé or application if they are members of the Government of Canada job equity groups, such as women, persons with disabilities, candidates who identify as Black, a Person of - Colour, Indigenous, Métis or Inuit peoples, or those in the LGBTQ2 community.

- Physical demands of the job include sitting at a desk for long periods, using a computer, camera and other digital devices, and being able to access the collections in storage (may include using a ladder, lifting items up to 20lbs, and moving items safely off the shelves).

-Please declare in your cover letter if you require accommodation for barrier free employment.

YCW REQUIREMENTS

This project is funded through Young Canada Works. Candidates must verify that they meet all the requirements before they are offered an interview:

- be a Canadian citizen or a permanent resident, or have refugee status in Canada
- be legally entitled to work in Canada
- be between 16 and 30 years of age at the start of employment
- have finished the school term at the start of employment
- be registered in the YCW online candidate inventory
- be willing to commit to the full duration of the work assignment
- not have another full-time job (over 30 hours a week) while employed with YCW