



***Employment Opportunity  
Curator / Manager - Itsanitaq Museum***

***[devoted to Inuit art and culture, natural heritage of the North]***

A small non-profit museum (est. 1944) located in the administrative headquarters of the Diocese of Churchill-Hudson Bay requires a self-motivated individual who

- has the appropriate attitude to successfully adapt to the multi-tasking environment of a small set-up
- will approach this new employment as a possible long term vocation versus an opportunity to have a transient Northern work experience or career path strategy
- will be comfortable to live in a remote location and work in association with other Diocesan personnel

**Display Area - Interpretation**

- Ability to understand the vision and values of the museum in promoting aboriginal culture and art and to communicate our mandate in appropriate ways to the public
- Ability to effectively speak in formal and informal ways to a wide range of audiences (e.g. visitors, tour operators, gift shop suppliers)
- Ability to deliver orientations / guided tours upon request / schedule tour groups

**Collections Management:**

- Cataloguing, researching and documenting objects / library holdings

**Gift Shop:**

- Retail operation funding museum operations; stocking, weekly sales recaps, etc.

**Other Duties:**

- Light housekeeping – (as required)
- Other duties as assigned

**Aptitude and Skills required:**

- Able to be supportive of the particular history, values and context of the museum as a heritage institution associated with the Catholic church (Diocese of Churchill-Hudson Bay)
- Ability to improve continuously through the acquisition of new knowledge and skills to facilitate the achievement of museum goals and tasks – e.g. interested to read about the subject areas of the museum and to develop new competencies related to the workplace
- High level of organization – enjoys the kind of tasks that require keeping things in good order
- Comfortable to work in a multi-task environment where no task is below your “position”; independently or with a small support group
- Ability to communicate reasonably well in English - verbally and in writing - bilingual skills always an asset!
- Willing to work on Saturdays as required
- Ability to live in a small isolated community and self initiate leisure time activities
- Perception of this new employment opportunity and re-location as a potential long-term engagement versus a temporary career strategy or transient Northern work experience
- Some Post-secondary education required
- Basic Computer skills – Word processing; spreadsheet knowledge an asset

Conditions of employment to be discussed at time of interview.

**Please submit a letter of interest and resumé to:**

Lorraine Brandson, Curator [chhbay@mts.net](mailto:chhbay@mts.net) or  
Bishop Anthony Krotki, o.m.i., President of the Board  
Box 10, Churchill, MB R0B 0E0

