



Position Title:	Summer Archival Programmer	Competition No:	2025-31
Department:	Culture, Recreation and Green Transportation	Close Date:	May 20, 2025 at 4:00 p.m.

Position Details:

Position Duration: 2 months
Probation Rate: N/A
Regular Rate: \$15.80/hr
Hours of Work: Up to 35 hrs/wk
Employment Type: Casual

About Us:

Located 20 minutes from Winnipeg, Selkirk is a vibrant small city with a hometown feel. Our close-knit community loves to celebrate, learn and explore in the company of good neighbours. All through the year, there are many opportunities to enjoy local talent, learn about our past and seek out new interests.

The Opportunity:

The City of Selkirk is currently in search of a **Summer Archival Programmer** to join our team. Under the direction of the Culture Coordinator, the Summer Archival Programmer will assist with the planning and delivery of heritage-related activities and provide support for the ongoing preservation and promotion of Selkirk's history.

Job Duties:

1. Administrative
 - Responsible for the regular update of the Selkirk Museum website to ensure content is accurate, current, and easy to navigate.
 - Responsible for transcribing oral history interviews and support the preservation of local voices and stories.
2. Archiving
 - Support the cataloging of photos and historical materials as part of the City of Selkirk's digital archives.
3. Programming and Events
 - Assist with the development, implementation and promotion of heritage programming and events that will conserve and enhance Selkirk's public spaces.
4. Perform other related duties as may be assigned.

Qualifications and Minimum Requirements:

Minimum Requirements shall include:

- Interest in local history
- Proven understanding of project/event development, marketing and event promotion
- Strong written communication skills
- Strong organizational and administrative skills
- Computer experience using Microsoft Word, Excel, Outlook, internet and social media
- Clear Current Child Abuse Registry Check
- Clear Current Criminal Record Check

Apply:

Visit our website <https://www.myselkirk.ca/employment> to apply online via our [Career Connector](#) website. Applicants will need to create a profile and submit an application for consideration.

Comments:

This is a Casual Non-Union position ranging from **June to August 2025**, working up to **35** hours a week based on a flexible schedule. This position is excluded from the Collective Agreement and is open to all applicants. Applications will be accepted until May 20, 2025 at 4:00 p.m.

This position is grant funded by the Manitoba Métis Federation (MMF). Applicants must meet the following criteria to be eligible under the grant:

- Current High School Student
 - Students must have attended school full-time during the current academic year and be returning to school on a full-time basis in the upcoming academic year (part-time & distance education students are not eligible)
- Red River Métis Citizen age 14+
 - Proof of Red River Métis Citizenship (MMF Citizenship). Please indicate your Métis citizenship in your application.

Student eligibility must be verified and confirmed by Metis Employment & Training (MET) prior to starting employment.

The City of Selkirk is an equal opportunity employer, committed to providing an inclusive work environment. Applicants who require accommodation during the hiring process are encouraged to contact the [City's Human Resources Division](#).

Thank you to all who apply, however, only those candidates selected for an interview will be contacted.

NOTE: Employees will be required to adhere to the City's Vaccination Policy