



**UKRAINIAN MUSEUM OF CANADA
OF THE UKRAINIAN WOMEN'S ASSOCIATION OF CANADA**

**УКРАЇНСЬКИЙ МУЗЕЙ КАНАДИ
СОЮЗУ УКРАЇНОК КАНАДИ**

Headquarters: Saskatoon • 910 Spadina Crescent East • Saskatoon, SK • S7K 3H5
Telephone: 306.244.3800 • Fax: 306.652.7620 • Email: ukrmuse@sasktel.net • Website: umc.sk.ca

EMPLOYMENT OPPORTUNITY

The Ukrainian Museum of Canada, Saskatoon is seeking interested individuals to submit an application for the following term position.

TITLE: MUSEUM ASSISTANT

Responsible to: Museum Director

Core Functions

1. Assist with the collections, programming and curatorial functions of the Museum, receiving and documenting incoming artifact donations.
2. Assist with exhibition installation and special events.
3. Assist with research as directed.
4. Assist with digitization projects.
5. Assist with planning, marketing and presentation of folk art workshops, education and special programmes.
6. Public relations with Museum visitors, researchers, tourists, school groups, tour groups and Museum gift shop customers.
7. Interpretation and translation projects
8. Other tasks as assigned

Education and experience required:

- Bachelor of Arts or Master's Degree (Anthropology, Archaeology, Linguistics, Slavic Studies, Fine Arts or Canadian History) or recognized Diploma in Graphic Arts and Design
- Ability to conduct research
- Ability to work with other employees, volunteer staff, suppliers and contractors
- Experience in preparing exhibits and displays
- Knowledge of materials used in exhibit preparation
- Knowledge and expertise of computer software with design capabilities
- Fluency in English is required
- A working knowledge of Ukrainian language or the willingness to learn is preferable

General Responsibilities:

- Assistance in the curatorial and collection areas of the Ukrainian Museum of Canada and also relief assistance with visitor and guest services.
- Assistance with acquisitions, programming, assistance with implementation of exhibits, educational and outreach programs.
- Assistance with project budgets and estimates
- Preparation of written and print materials
- This position will include weekend hours

This is a renewable term position for a period of one year beginning March 1, 2017. The position will be full time based on a 37.5 hour week. Please submit applications to Janet Prebushewsky Danyliuk prior to February 10, 2017 at ukrmuse@sasktel.net