

Volunteer Description

St. Andrews Rectory Exhibit Design Volunteer

The St. Andrews Rectory is a National Historic site located at 374 River Road (corner of River Road and St. Andrews Road) in St. Andrews and is run by the St. Andrews Heritage Centre Committee. The site and surrounding areas are where many of the early Red River Settlers located with nearby heritage sites including St. Andrews Church on the Red, Lower Fort Garry and Captain Kennedy House.

The Exhibit Design position; working with a team of individuals on the Exhibit Design Committee will help display museum collections, and exhibits, with the construction of displays.

DUTIES and RESPONSIBILITIES INCLUDE:

- Researching ideas, artifacts and materials for exhibit creation
- Helping to budget for the construction of exhibits
- Displaying objects or collections that makes them accessible and engaging to the general public
- Helping to process artifact donations, loans and travelling exhibits
- Documenting, processing, assigning and labeling artifacts
- Attending Exhibit Design Committee meetings as required
- Additional tasks as assigned by the Exhibit Design Committee

QUALIFICATIONS

- Excellent design and artistic skills
- Good organizational and coordination skills
- Must be a team player
- Strong communication and interpersonal skills
- Proficiency in Microsoft Office would be an asset

OTHER DETAILS AND APPLICATION PROCESS

Hours – Casual Position; 1-2 hours per week; hours can vary based on your schedule

Location – On site and/or from your home

Email or call Ellie Longbottom

rec.assistant@rmofstandrews.com

204-738-2264