



Waskesiu Heritage Museum - 2026 - Curator-Manager Position

We are seeking a dynamic, energetic and well-organized leader (individual) to fill the new position of Curator-Manager with the Waskesiu Heritage Museum located in Prince Albert National Park, Sk. The Curator-Manager will be responsible for the planning, and implementation of new programming at the Museum, for consultation with other community groups regarding new projects, and for all managerial and curatorial duties associated with the daily operation of the Museum. The successful candidate will possess excellent interpersonal skills, creativity and initiative.

Roles and Responsibilities

Managerial responsibilities are as follows:

- Office and financial administration
- Supervision, motivation, and mentorship of student employees
- Recruitment and co-ordination of volunteers
- Support of special events and event co-ordinators
- Publicity, promotion, and maintenance of the Museum website and social media
- Safekeeping of Museum displays and artifacts
- General housekeeping and maintenance

Curatorial responsibilities include:

- Creating displays and hands-on activities
- Planning special events and tours
- Interpretative duties, and the training of staff regarding interpretation
- Assigning research and projects to staff
- Handling inquiries from the public
- Receiving and cataloguing donations of artifacts
- Keeping accurate records and updating the MAS database
- Staying informed regarding MAS (Museums Association of Saskatchewan) and its resources.

Qualifications

- Proven strong organizational, administrative, and financial management skills
- Proven managerial and leadership experience, including staff supervision and scheduling
- Experience in team building and motivation
- Excellent oral and written communication skills (English)
- Excellent interpersonal skills and experience working with the public
- The ability to effectively manage tense or difficult situations with staff, and the public
- Experience working with volunteers

- Experience with writing grant applications and reports
- Proficiency with computers and technology
- Experience working with young people (teens), and proven ability to mentor and support staff in goal setting, personal and professional growth
- Experience in community engagement with the ability to connect and work with other groups and community organizations
- The ability to introduce, plan and implement new ideas and programming
- Promotes respect, diversity and inclusivity in the workplace, and in working with the public

Personal Characteristics and Assets

- Outgoing and welcoming with a warm demeanor, and a positive attitude
- Creative with original ideas
- Forward thinking
- Mature, responsible and reliable
- Ability to work conscientiously without close supervision
- Ability to take direction and follow through
- Open minded, willing to learn and teach
- Self-motivated with attention to detail
- A team player able to work with others in a collaborative manner
- Familiarity with the Museums Association of Saskatchewan, and its Standards for Saskatchewan Museums
- Having taken or willing to take further education in museum studies, tourism, or community information sessions
- Knowledge of Prince Albert National Park, the Waskesiu Community, and the Waskesiu Heritage Museum

Job Details

Title: Curator -Manager, Waskesiu Heritage Museum

Location: Waskesiu Lake, SK

Hours: Full-time (40 hours a week): 9:00 am – 5:30 pm (including weekends)

Seasonal: Start date - May 19, 2026 - End date - Sept 18, 2026

Compensation: to be determined based on experience and qualifications.

The Curator- Manager reports directly to the Waskesiu Heritage Museum Board of Directors.

Please submit resumes/ inquiries to Betty Falk, President, bettyf7728@gmail.com

Applications will be accepted until Saturday, March 28, 2026