

Le Musée de Saint-Boniface Museum (MSBM)

COMMUNITY STORYTELLING PROJECT COORDINATOR (CSPC)

Term: Full-time (32 hours weekly) | 24 month term

Reports to: Executive Director

Supervises: Project-based staff, MEAs, interns, contractors (as applicable)

Languages: Bilingual (French & English) required

Position: Public -facing

Purpose of the Position

Reporting to the Director, the Community Storytelling Project Coordinator leads the development and coordination of community-based storytelling initiatives that centre lived experience, shared authority, and respectful representation. The role focuses on temporary, mobile, and pop-up storytelling projects and displays, delivered in partnership with communities across Manitoba rather than permanent gallery exhibitions.

Rooted in MSBM's values of respect, accessibility, equity, and cultural connection, the Community Storytelling Project Coordinator works collaboratively with community partners, artists, Elders, Knowledge Keepers, educators, and youth to support projects that reflect diverse voices and histories. Through facilitation, coordination, and storytelling, the position helps bring community narratives into public spaces in ways that are welcoming, culturally grounded, and responsive to local contexts.

Working within MSBM's collaborative coordinator model, the Community Storytelling Project Coordinator supports projects from concept to delivery, balancing creative vision with practical coordination. This includes supporting community engagement, interpretive development, and the logistical planning required to deliver mobile and community-based storytelling initiatives safely, respectfully, and on schedule. The role contributes to meaningful visitor and community experiences while supporting MSBM's broader mission and strategic priorities.

Domains of Responsibility

A. Community Collaboration & Engagement

- Builds respectful relationships with community partners, artists, Elders, Knowledge Keepers, educators, youth, and cultural groups.
- Supports co-created exhibition projects and community storytelling initiatives.
- Ensures meaningful inclusion of Francophone, Métis, Indigenous, and other underrepresented voices.
- Coordinates mobile and pop-up exhibitions in community spaces, ensuring welcoming, safe, and culturally respectful environments.

- Plans event logistics, installation schedules, and celebration activities with local hosts.

B. Storytelling, Interpretation & Project Development

- Conducts or coordinates research to support community-informed, culturally grounded exhibitions.
- Works with communities, collections, and Knowledge Keepers to ensure interpretive content reflects authentic experience and cultural awareness.
- Creates bilingual interpretive text that is accessible, inclusive, and engaging.
- Supports oral history and story-gathering activities that honour cultural protocols and intergenerational exchange.

C. Project Planning & Coordination

- Coordinates the planning and delivery of community-based storytelling projects, including mobile, pop-up, and temporary displays.
- Works collaboratively with the Collections Stewardship Coordinator to identify appropriate artefacts or reproductions and to ensure their safe, respectful, and culturally appropriate use within project contexts.
- Works with internal staff and community partners to support the development, preparation, and installation of temporary and mobile storytelling displays.
- Ensures all projects reflect MSBM's commitments to accessibility, bilingualism, cultural respect, and shared authority, incorporating community input and feedback throughout the project lifecycle.

D. Project Management & Logistics

- Develops and maintains basic project work plans and schedules for community-based storytelling projects, in alignment with community timelines and funding requirements.
- Coordinates logistics for mobile and pop-up projects, including transportation, set-up, and take-down, in collaboration with internal staff and partners.
- Supports tracking of project timelines, materials, and participation information for reporting and evaluation purposes.
- Supervises project-based staff, students, or volunteers as required to support project delivery

E. Cross-Departmental Collaboration & Museum-Wide Support

- Works collaboratively across MSBM teams to ensure exhibitions and storytelling initiatives are aligned with community engagement, education, and visitor experience priorities.
- Contributes to annual reports, strategic updates, and public-facing MSBM communications as required.

- Supports internal communications and the development of clear, accessible signage and interpretive materials for mobile, pop-up, and community-based exhibitions.

Competencies

- Cultural humility & relationship-building
- Community collaboration & facilitation
- Creativity & interpretive storytelling
- Project coordination & problem-solving
- Clear bilingual communication
- Respect for Indigenous, Métis, and Francophone cultural perspectives
- Organization, planning, and adaptability

Qualifications

- Post-secondary education in Education, History, Canadian History, Museum or Cultural Studies, Indigenous Studies, or a related field; equivalent experience considered.
- Minimum 2–3 years of experience in exhibition planning, community-based projects, or interpretive programming; equivalent experience may be considered.
- Demonstrated experience working respectfully with Francophone, Métis, Indigenous, and other cultural communities.
- Understanding of accessibility, inclusion, and culturally responsive practices.
- Bilingualism (French and English) required.
- Excellent communication and writing skills.
- Strong organizational and project management abilities.
- Familiarity with exhibit production, storytelling, or interpretive design.
- Experience supervising project teams, contractors, or volunteers.
- Proficiency with Microsoft Office; comfort using design or project management tools.
- Valid Manitoba Class 5 driver's licence and ability to travel within the province.

Working Conditions

- 32-hour work week as per the CUPE Local 500 Collective Agreement
- Occasional evening or weekend work for installations or community events.
- Work occurs across MSBM sites, including offices, galleries, public program spaces, offsite locations and in community spaces.
- Physical demands include extended periods of desk work, event support requiring standing or walking, and lifting up to 20–25 kg as needed.
- Environment may include busy or loud spaces during events or media activities.

Conditions of Employment

- Must be legally entitled to work in Canada.
- Satisfactory Criminal Record Check, Child Abuse Registry Check, and Vulnerable Sector Search.

- Valid Class 5 Manitoba driver's licence (or equivalent); access to reliable transportation preferred.
- Bilingualism (French and English) required.
- Completion and maintenance of Emergency First Aid/CPR certification within three months of hire.

Terms of Employment & Compensation

- As per the CUPE Local 500 Collective Agreement, including salary grid and benefits.
- This position is supported through third-party grant and project funding.

This job description is intended to describe the general nature and level of work performed. It is not intended to be an exhaustive list of all duties, responsibilities, or qualifications required of the position.