

Job Position: Programming Assistant
May to September 2025

Winnipeg Architecture Foundation
101-177 Lombard Avenue, Winnipeg, MB

The Winnipeg Architecture Foundation (WAF) is a non-profit charitable organisation dedicated to advancing the awareness and appreciation of Winnipeg's built environment through public education.

The Programming Assistant will support WAF's programming and research initiatives, with particular attention on assisting in planning, coordinating, researching, and supporting the 2025 WAF tours, events, and other programming (both in-person and digital formats).

The tasks and responsibilities include:

- Assist tour leaders to organise, schedule, and coordinate free public tours, events, and programming highlighting Winnipeg's built environment and histories.
- Assist WAF with research and coordination of events and exhibits, including the set-up of in-person and digital programming.
- Promote tours, exhibits, and all WAF programming across social media platforms (e.g., Facebook, Instagram, and Bluesky), as well as other talks and event programmes as needed.
- Identify opportunities for promoting tours, events, and other programming by, but not limited to, reaching out to relevant community groups and members.
- Maintain accurate and up-to-date programming information on the organisation's website.
- Welcome visitors to in-person programming and respond to their questions about content and materials.
- Conduct primary and secondary research to respond to public research inquiries.

Qualifications:

- Currently enrolled in architecture, architectural history, art history, or history;
- Experience in programming;
- Strong communication skills;
- Excellent research and writing skills;
- Ability to work both collaboratively and independently;
- Knowledge of Manitoba history;
- Proficiency in various social media platforms (e.g., Facebook, Bluesky, Instagram).

Please send a cover letter and resume by email to: hello@winnipegarchitecture.ca by 25 April 2025.

Note: This position is being supported by the Young Canada Works (YCW) programme; hiring is subject to YCW criteria and funding. To be eligible for this position, you must be between 16 and 30 years of age on the start date of the job. You also must have been a full-time student during the previous academic year and be intending to return to full-time studies in the next academic year. You also must be a Canadian citizen, a permanent resident, or a refugee under the Immigration and Refugee Protection Act.

WAF fosters inclusive hiring practices. WAF encourages women, members of racialised communities, Indigenous persons, persons with disabilities, and persons of any sexual orientation or gender identity to apply.

We thank all who apply; only those selected for further consideration will be contacted. No phone calls, please.