

**Job Position: Programming Assistant**

**October 2025 to March 2026**

**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 Coordinator intern will support WAF's programming and research initiatives, with particular attention on developing accessible programming materials and increasing community engagement, including the 'ArchiShorts' film programme for youth.

**The tasks and responsibilities include:**

- Collaborating with researchers, community members, and partner organisations to guide, create, and deliver programming;
- Developing outreach and programming materials;
- Plan and oversee public programming, including exhibits, talks, and film screenings;
- Preparing updates to resource materials, including expansion the organisation's records and directories;
- Promoting public programming across social media platforms (e.g., Facebook, Instagram, Bluesky);
- Maintaining accurate and up-to-date programming information on the organisation's website;
- Identifying opportunities for promoting the 'ArchiShorts' film series and encouraging youth participation; and
- Working with WAF and local curators to create a 2026-2027 exhibit schedule.

**Qualifications:**

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

**Please send a cover letter and resume by email to: [hello@winnipegarchitecture.ca](mailto:hello@winnipegarchitecture.ca) by 16 June 2025**

**Note:** This position is being supported by the Young Canada Works (YCW) Building Careers in Heritage internship 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 be a college or university graduate (certificate, bachelor's, master's, or doctorate). 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.