



# Louis Riel Institute



As an affiliate of the Manitoba Métis Federation (MMF), the Louis Riel Institute (LRI) is responsible to the Métis people of Manitoba to provide programs, resources and services related to education and culture.

The Louis Riel Institute seeks to fill **two (2) Full-time Cultural Programming Summer Intern** positions located in **Winnipeg, MB**.

## Cultural Programming Summer Intern

The Reporting to LRI Management, the Cultural Programming Summer Intern will support LRI cultural programming including presentations, programming, and content creation. Cultural Programming Summer Interns will be mentored by LRI Coordinators. Shifts may include some evenings and weekends.

### Job Duties/Competencies:

- Assist cultural programming staff in the delivery and presentation of programs, tours, cultural booths, and events, both on-site and external
- Development of materials for social media and a learning management platform, including the tasks of research and content creation
- Collecting, editing, naming, and storing photo and video preservation materials
- Sorting inventory, and creating databases for LRI supplies and inventory
- Creation and assembly of programming materials
- Collaborate with LRI team members on special projects and initiatives

### Skills and Qualifications:

- Must be currently or newly enrolled in a full-time college or university program for fall 2024
- Enrollment in study of a related interest to Cultural Programming such as history, policy, Indigenous studies, or a creative field is considered an asset
- Experience in working with children, youth and the general public, and comfortable in program delivery
- Bilingualism is an asset
- Knowledge of Red River Métis culture, LRI programs and services is a definite asset
- Ability to multitask and prioritize tasks effectively
- Proficiency in Microsoft Office (Word, Excel, PowerPoint), Canva, and experience in other creative programs is an asset
- Physical ability to perform repetitive tasks, moving and lifting program materials, as needed

Qualified Red River Métis applicants are encouraged to apply and self-identify on their resume. While we thank all applicants for their interest, only those selected for interviews will be contacted.

This position is made possible through funding provided by Métis Employment and Training (MET). The initiative aims to support Red River Métis Citizens by providing training opportunities to prepare them for current and future labour market demands. Student eligibility must be verified and confirmed by MET prior to starting employment. Student eligibility is verified by the submission and review of completed intake documentation for each student.

**Salary Range:** \$16.30-\$17.30/hour

**Start/End:** April 8-August 30, 2024

**Closing Date:** Until filled

Please forward cover letter and resume to:

**Louis Riel Institute**

Email: [lrhr@lrilearn.ca](mailto:lrhr@lrilearn.ca)