

Job Title: Programming Assistant

Duration: May–September 2026

Hours of Work: Full-time

Closing Date: 8 April 2026

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 2026 WAF tours, events and other programming (both in-person and digital formats). This position is full-time (Monday–Friday); occasional evening or weekend hours may be required to support public programmes, including tours.

Key Responsibilities

- Assist tour leaders to organise, schedule and coordinate public tours, events and architectural programming of Winnipeg's built environment and histories.
- Assist WAF with research and coordination of events and exhibits, including the creation and 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.



YEARS OF THE
WINNIPEG
ARCHITECTURE
FOUNDATION

ANS DE LA
FONDATION
D'ARCHITECTURE
DE WINNIPEG

Qualifications

- Currently enrolled in architecture, architectural history, landscape architecture, interior design, city planning or history;
- Experience in designing and assisting with public activities programming;
- Strong communication and interpersonal skills;
- Excellent research and writing skills, with interests and strengths in subjects of architectural history and theory;
- Ability to work both collaboratively and independently;
- Knowledge of Manitoba architecture, design and history;
- Proficiency in various social media platforms (e.g., Facebook, Bluesky, Instagram) and office programmes.

Please send a cover letter and CV by email to: hello@winnipegarchitecture.ca by 8 April 2026 to apply.

Additional Information

This position is being advertised in anticipation of funding through the Young Canada Works in Heritage Organisations programme; hiring is subject to YCW approval and candidate eligibility requirements. 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.

WINNIPEG ARCHITECTURE FOUNDATION, INC
SUITE 101, 177 LOMBARD AVENUE
WINNIPEG, MB R3B 0W5

204 960 8097
HELLO@WINNIPEGARCHITECTURE.CA
WINNIPEGARCHITECTURE.CA