



Collections Project Coordinator

(Young Canada Works Building Careers in Heritage program)

Goulbourn Museum is seeking a Collections Project Coordinator (CPC) to work with the Museum's collection and oversee the completion of three special projects: a Richmond 2018 commemorative book, Richmond Through the Decades: a historical presentation, and the Museum's 20 Decades of Richmond (told through artefacts) exhibition. The CPC will be responsible for the planning, preparation and execution of these projects.

This is a Young Canada Works sponsored Internship for six months. It is for young professionals and recent graduates who want professional experience working with a museum collection. The selected candidate will gain experience in collections management, including storage, cataloguing, and photographing artefacts. They will also learn to use the MINISIS database and gain critical project planning and managing skills.

Candidates will have a bachelor's degree or equivalent in at least one of the following fields of study; history, library science, archival science, art history, archaeology, museum studies, or education.

Start Date: October 10, 2017
Hours: Monday - Friday 9:00 a.m. - 5:00 p.m.
Salary: \$14/hr.

To apply, email a cover letter and resume to goulbmus@rogers.com by 3:00 p.m. on Thursday, September 28, 2017.

The Goulbourn Museum, located in Stittsville, Ontario, is housed in the original Town Hall built in 1872. Today it shares the story of Ottawa's oldest military settlement and early life in the former Goulbourn Township.

PLEASE NOTE: THERE IS NO PUBLIC TRANSPORTATION TO THE MUSEUM SITE.

We thank all applicants however only those selected for an interview will be contacted.