

Status:

Published

Institution:

Goulbourn Museum

Salary:

\$14.00/hour

Deadline:

Midnight, April 18, 2018

Contact:

Kathryn Jamieson

City:

Stittsville

Province:

Ontario

Postal Code:

K2S 1B8

Region:

Ottawa West

Email:

goulbmus@rogers.com

WebLink:

<http://goulbournmuseum.ca>

Museum and Exhibition Assistant (CSJ Summer Position)

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

Job Summary

The Goulbourn Museum seeks a summer student for the position of Museum and Exhibition Assistant to contribute to the development and revision of exhibitions and to assist with educational programming, special events, marketing and daily operations. The selected candidate will gain experience in interpretive panel research and writing, exhibition planning and construction and graphic design.

Duties & Responsibilities

- Conduct family-friendly museum tours for visitors
- Assist with the construction, evaluation and renewal of Museum exhibitions
- Use social media and Museum publications to promote programs and engage online audiences

- Work with Adobe Creative Suites to adapt, design and update interpretive panels and interactives
- Maintain building and grounds for visitors to the Museum's site
- Research exhibition content and any questions that arise from visitors during tours and programs
- Assist with the delivery of educational programs and events
- Open and close Museum, perform gift shop transactions and work as part of the visitor services team

Qualifications

- A Canadian citizen or permanent resident entitled to work in Canada
- Candidate has been a full-time student in the semester preceding the job and intends to return to full-time studies in the semester following the job
- Meets employment requirements for Young Canada Works
- Excellent interpersonal, public speaking and communication skills
- Preference given to candidates with a background in museum studies, art history, library and information studies, business, education, marketing, graphic design or a similar field
- Experience working in construction, carpentry or interior design is beneficial
- French is an asset
- Ability to move large items such as exhibition, programming and event supplies weighing up to 50 pounds to a height of 3-5 feet between buildings, up and down stairs and across parking lots

Competencies

- Technology: Use of Adobe Creative Suites for design purposes and web-based programs
- Communications: Interpersonal, public speaking and writing for social media
- Organization: Track projects and measurable outcomes
- Customer Service: Ensure visitors have a positive experience
- Research: Local history, genealogy, interpretive panels and historical presentations
- Time Management: Deliver content within specified time requirements

This position is contingent on successful funding from Canada Summer Jobs. All offers of employment for this position will be conditional upon satisfactory reference checks. There is no public transportation to the Museum site. Work includes weekends and statutory holidays. We thank all applicants, however only those selected for an interview will be contacted.

Positions Available: 1

Duration: 16 weeks

Hours: Sunday - Thursday 9:00-5:00pm

Anticipated Start Date: May 14, 2018

Salary: \$14.00/hr.

To apply, email a cover letter and resume to goulbmus@rogers.com by midnight on Wednesday, April 18, 2018.

The former Goulbourn Township was a division of Carleton County which became a part of the City of Ottawa during amalgamation in 2001. The Goulbourn Museum is located in the south-west section of the City of Ottawa. The communities in the former township include Stittsville, Richmond, Ashton, Munster, Hazeldean, Mansfield, Stapledon, and Dwyer Hill. The surrounding communities are currently undergoing a period of tremendous suburban growth. Our organization is committed to preserving and sharing the history of the Goulbourn community.

The Goulbourn Museum is one of the eleven community museums which belong to the Ottawa Museum Network (OMN).