

Job Title: Collections Administrator

Position Level: YCW-BCH Intern contract

Organization: Goulbourn Museum

Location: Stittsville, ON

**Language
Required:** English

**Application
Deadline:** 9:00 a.m. September 11, 2018

Duration: October 1, 2018 - March 31, 2019

Salary: \$16.00/hour

Hours: 37.5 hours a week

Email: goulbmus@rogers.com

WebLink: <http://goulbournmuseum.ca>

Job Description:

Goulbourn Museum seeks a Collections Administrator to work with the Museum's collection, maintain the management and care of the Museum's collections as directed by the Collection and Education Officer and to assist with daily operations, educational programming, exhibitions and special events. The selected candidate will gain experience in collections management, including storage, cataloguing and the photography of artefacts.

Duties & Responsibilities

- Oversees the safety, security and accessibility of the Museum's collections as directed by the Collection and Education Officer.
- Ensures Museum collections are maintained in accordance to the Museum's collections and conservation policies and procedures
- Monitors the environmental conditions of the buildings to protect the artefacts and ensure long term stability of the collection.
- Monitors the collections and conservation budgets
- Maintain the Museum's collections documentation system.

- Ensures collections management and conservation policies and procedures are implemented
- Represents the Goulbourn Museum at City, or other organizational meetings, held on the topic of collections.
- Facilitates the publishing and maintenance of Goulbourn Museum collections records hosted publically on the Ottawa Museum and Archives (OMAC) website (<http://ottawa.minisisinc.com>)
- Provides in-house artefact appraisals to donors, when requested for tax purposes, providing the fair market value of the artefact is less than \$1,000.
- Keeps current with government legislation and professional guidelines relating to museum collection standards and practices and informs the Manager and Exhibitions Curator of any developments.
- In conjunction with the Collection and Education officer and the Manager, provides supervision and guidance to volunteers working in collections management, research or archival projects
- Maintains a procedures manual for collections
- Facilitates research requests and appointments
- Assists with the research, development and construction of Museum exhibitions
- Supports the development, writing and submission of grant proposals, sponsorship applications, reports and project proposals
- In conjunction with the Communications Officer uses social media and Museum publications to promote the Museum and engage audiences
- Delivers briefings and creates meeting notes and packages for the Manager as needed
- Assists with general operations and performs other duties as directed by the Manager and Exhibitions Curator
- Maintains records of all expenditures, including mileage expenses, and files claims as necessary. Maintains timesheets tracking hours and days worked
- Uses tools and equipment (including a hammer, drill, saw, paint brush and roller) to complete ongoing maintenance tasks.
- Weekend, weekday, evening and statutory holiday work is required for this position
- All Museum staff must have basic training in customer service pertaining to the Museum (tours), History Centre (research) and the gift shop (sales)

Qualifications

- A Canadian citizen or permanent resident entitled to work in Canada
- Candidate is age 15-30
- Meets employment requirements for [Young Canada Works Building Careers in Heritage](#)
- Excellent English language skills and computer competency

- Proficient research and writing skills
- Preference given to candidates with a degree or certificate in museum studies, archaeology, conservation studies and history with demonstrated experience in the care and maintenance of material culture
- Experience with Microsoft Office, Adobe Creative Suites and web-based program
- Experience with museum database software is an asset, the Museum uses MINISIS
- Demonstrated ability to use SLR camera for photographic documentation of the collection
- Detail oriented, and comfortable working as part of a small team
- 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
- Full G class license in good standing and personal vehicle required
- Vulnerable Sector Screening required
- As always in the museum field, a sense of humour is an asset

Qualified applicants should submit a single PDF file containing their CV, one example of an artefact condition or catalogue report (can be prepared for this application specifically) and a letter of interest to Goulbourn Museum's Manager, Tracey Donaldson, at goulbmus@rogers.com with the subject line "Application: Collection Administrator" by 9:00 a.m. September 11, 2018.

The letter of interest should include a brief outline of the applicant's knowledge of our organization. The letter should also demonstrate a comprehensive understanding of the position and specifically address relevant qualifications and experiences.

Mailed, faxed, and late applications will not be considered. We thank all applicants for their interest, but due to large application volumes, only candidates selected for an interview will be contacted.