

**Job Title:** Programming Officer

**Position Level:** Maternity leave contract

**Organization:** Goulbourn Museum

**Location:** Stittsville, ON

**Language  
Required:** English

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

**Duration:** October 1, 2018 - December 2019

**Salary:** \$17.00/hour

**Hours:** 30 hours a week

**Email:** [goulbmus@rogers.com](mailto:goulbmus@rogers.com)

**WebLink:** <http://goulbournmuseum.ca>

**Job Description:**

The Goulbourn Museum seeks a Programming Officer for the delivery and development of Museum programs and to assist with educational programming, workshops, special events, marketing and daily operations.

**Duties & Responsibilities**

- Develops, evaluates and delivers programs & workshops in accordance with Museum's Interpretation and Education policy
- Strives to increase the number of participants in the Museum's public education programs and services by developing unique programs that target the Museum's demographic audiences
- Represents the Goulbourn Museum at City, or other organizational meetings, held on the topic of education or programming
- Supports the development and implementation of events
- Provides supervision and guidance to staff and volunteers working in programming and special events

- 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
- Supports the facilitation of asset rentals (Photo booth, grounds, facility, costumes, exhibition) and other revenue sources
- In conjunction with the Communications Officer uses social media and Museum publications to promote the Museum and engage audiences
- Manages the Museum's sales and summaries, point of sale system, statistical records, financial contributions and tax receipts
- 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
- As part of a team, may conduct job interviews for summer students and other positions as required
- 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 and Requirements**

- A Canadian citizen or permanent resident entitled to work in Canada
- Excellent interpersonal, public speaking and communication skills
- Preference given to candidates with a degree or certificate in museum studies, education or a related field such as public history or history
- Experience with Microsoft Office, Adobe Creative Suite and strong social media skills
- Detail oriented, and comfortable working as part of a small team
- 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
- 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, two writing samples (up to 500 word count/sample), and a letter of interest to Goulbourn Museum's Manager, Tracey Donaldson, at [goulbmus@rogers.com](mailto:goulbmus@rogers.com) with the subject line "Application: Programming Officer" 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.