

## **Goulbourn Museum Summer Student Position: Assistant Museum Administrator (CSJ funded)**

**Institution:**

Goulbourn Museum

**Salary:**

\$15.00

**Deadline:**

11:59 p.m., April 18, 2021

**Contact:**

Tracey Donaldson, Manager and Exhibitions Curator

**City:**

Stittsville

**Province:**

Ontario

**Postal Code:**

K2S 1B8

**Region:**

Ottawa West

**Email:**

[tracey@goulbournmuseum.ca](mailto:tracey@goulbournmuseum.ca)

**WebLink:**

[goulbournmuseum.ca](http://goulbournmuseum.ca)

### **Assistant Museum Administrator (CSJ Summer Position)**

**\*PLEASE NOTE: At this time the position is considered a remote position. However based on the changing circumstances with COVID-19, this may change. Additionally job descriptions may be modified slightly to accommodate new operational needs.**

#### **Job Summary**

The Goulbourn Museum seeks a summer student for the position of Assistant Museum Administrator (AMA) to assist with Museum operations and expand community engagement. The successful candidate will report to the Manager and Exhibitions Curator and work closely with the Communications Officer. The AMA will contribute to the Museum's ongoing inclusive vision in their projects.

#### **Duties & Responsibilities**

- Use social media and Museum publications to promote upcoming activities and engage online audiences
- Assist with the redevelopment of the Museum's website with the goal of improving its accessibility to people of various abilities
- Assist with communications, marketing, and operational administration
- Support public programs, presentations, special events, and outreach initiatives

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### **Qualifications**

- A Canadian citizen or permanent resident entitled to work in Canada
- Meets employment requirements for [Canada Summer Jobs](#)
- 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
- 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: Policy and procedure regulations, health and safety, local history, genealogy, and historical presentations
- Time Management: Deliver content within specified time requirements

**Positions Available:** 1

**Anticipated Duration:** 16 weeks

**Hours:** Monday-Friday 9:00-5:00pm

**Anticipated Start Date:** May 10, 2021

**Salary:** \$15.00/hr.

To apply, email a cover letter and resume to [tracey@goulbournmuseum.ca](mailto:tracey@goulbournmuseum.ca) by 11:59 p.m. on April 18, 2021. Use the subject line "Application: Assistant Museum Administrator." Please combine your cover letter and resume into a **single PDF** document that adheres to the **following naming convention: First Name\_Last Name-Assistant Museum Administrator**. The letter should 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 the large volume of applications, only candidates selected for an interview will be contacted.

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**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 may include weekends and statutory holidays.

### **Museum Background**

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, in a rural area between Stittsville and Richmond. 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 shares the story of Ottawa's oldest military settlement and the communities within the former Township. The communities in the former township include Stittsville, Richmond, Ashton, Munster, Hazeldean, Mansfield, Stapledon, and Dwyer Hill. The Museum is one of the eleven community museums which belong to the Ottawa Museum Network (OMN).