

Goulbourn Museum Summer Student Position: Assistant Museum Curator (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

WebLink:

goulbournmuseum.ca

Assistant Museum Curator (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

Goulbourn Museum seeks a summer student for the position of Assistant Museum Curator (AMC) to assist the Collections Officer in the management of museum collections, research initiatives and visitor services. Additionally the AMC will collaborate with the Goulbourn Museum team in daily operations including programs, special events, marketing, promotions, and administration. The selected candidate will gain experience in collections management, including storage, cataloguing and the photography of artefacts.

Duties & Responsibilities

- Organize artefact storage and storage locations
- Catalogue and photograph artefacts
- Maintain collections standards, environmental conditions, and equipment in the collections storage area

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- Update artefact information in the MINISIS database
- Facilitate research requests from the public
- Provide artefact content to support programs, exhibitions, and social media initiatives
- Facilitate the transcription and exhibition of letters from the Great War
- Assist the Collections Officer with artefact donations
- Assist with the deconstruction and installation of Museum exhibitions
- Produce content for blog posts and newsletter pieces
- Assist with the delivery of educational programs and events

Qualifications

- A Canadian citizen or permanent resident entitled to work in Canada
- Meets employment requirements for [Canada Summer Jobs](#)
- Excellent English language skills and computer competency
- Proficient research and writing skills
- Preference given to candidates enrolled in, museum studies, art history, library science, archival studies, history or with experience in a museum environment
- 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 MINISIS database, Adobe Creative Suites and web-based programs
- Communications: Interpersonal and public speaking
- Organization: Track projects and measurable outcomes
- Customer Service: Ensure visitors have a positive experience
- Research: Artefact history, exhibition content, and historical presentations
- Time Management: Deliver content within specified time requirements

Positions Available: 1

Anticipated Duration: 16 weeks

Hours: Tuesday - Saturday 9:00-5:00pm

Anticipated Start Date: Tuesday, May 10, 2021

Salary: \$15.00/hr.

To apply, email a cover letter and resume to tracey@goulbournmuseum.ca by 11:59 p.m. on April 18, 2021. Use the subject line "Application: Assistant Museum Curator." Please combine

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your cover letter and resume into a **single PDF** document that adheres to the **following naming convention: First Name_Last Name-Assistant Museum Curator**. 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.

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).