

Status:

Published

Institution:

Goulbourn Museum

Salary:

\$14.00/hour

Deadline:

5:00 p.m. Monday, April 15, 2019

Contact:

Tracey Donaldson, Manager & Exhibitions Curator

City:

Stittsville

Province:

Ontario

Postal Code:

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Region:

Ottawa West

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WebLink:

<http://goulbournmuseum.ca>

Collections 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

Goulbourn Museum seeks a summer student for the position of Collections Assistant to work with the Museum's collection 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

- Organize artefact storage and storage locations
- Catalogue and photograph artefacts
- Update artefact information in the MINISIS database
- Assist with the deconstruction and installation of Museum exhibitions
- Research, write blog posts and newsletter pieces



- 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
- Maintain building and grounds for visitors to the Museum's site

Qualifications

- A Canadian citizen or permanent resident entitled to work in Canada
- Candidate is age 15-30, 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 Canada Summer Jobs
- Excellent English language skills and computer competency
- Proficient research and writing skills
- Preference given to candidates with a background in history, curatorial studies, library and information studies, museum studies 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

This position is contingent on successful funding from Canada Summer Jobs (CSJ). 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: Tuesday - Saturday 9:00-5:00pm

Anticipated Start Date: Tuesday, May 14, 2019

Salary: \$14.00/hr.



To apply, email a cover letter and resume to tracey@goulbournmuseum.ca by 5:00 p.m. Monday, April 15, 2019.

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).

