

Collections Assistant (YCW Summer Position)

Institution: Goulbourn Museum

Salary: \$15.00

Deadline: 11:59 p.m. Thursday, April 30, 2020

Contact: Tracey Donaldson, Manager & Exhibitions Curator

City: Stittsville

Province: Ontario

Postal Code: K2S 1B8

Region: Ottawa West

Email: tracey@goulbournmuseum.ca

WebLink: goulbournmuseum.ca

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.

PLEASE NOTE: Due to the unique circumstances of the COVID-19 pandemic, job descriptions may be altered to accommodate the Museum's needs as employees work from home. Additional requirements will include internet access and personal electronic equipment; including a personal computer and smart phone both with audio and video capabilities.

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
- Meets employment requirements for [Young Canada Works](#)
- 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

This position is contingent on successful funding from Young Canada Works (YCW). 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 19, 2020

Salary: \$15.00/hr.

To apply, email a cover letter and resume (**PDF format only**) to tracey@goulbournmuseum.ca by 11:59 p.m. Thursday, April 30, 2020.

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).