

Program Assistant (CSJ Summer Position)

Institution: Goulbourn Museum

Salary: \$15.00

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

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

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

The Goulbourn Museum seeks a summer student for the position of **Program Assistant (PA)** to contribute to the development, preparation and delivery of public programs. They will work as part of a team giving local history presentations on and off site, deliver monthly family programs, run workshops and assist with special events. The (PA) will support the Education Officer in the execution of Museum programs and visitor experiences.

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

- Assist with the delivery of educational programs and events
- Complete detailed event summaries for programs and/or events
- Create a 10-month family program agenda and develop themes and content for each month
- Conduct family-friendly Museum tours for visitors
- Use social media and Museum publications to promote programs and engage online audiences
- Open and close Museum, perform gift shop transactions and work as part of the visitor services team

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: Local history, genealogy, interpretive panels 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: Sunday - Thursday 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).