

Status:

Published

Institution:

Goulbourn Museum

Salary:

\$14.00/hour

Deadline:

Midnight, November 26, 2017

Contact:

Tracey Donaldson

City:

Stittsville

Province:

Ontario

Postal Code:

K2S 1B8

Region:

Ottawa West

Email:

goulbmus@rogers.com

WebLink:

<http://goulbournmuseum.ca>

Curatorial Assistant (YCW 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 student for the position of Curatorial 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 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
- Meets employment requirements for Young Canada Works
- 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 partially funded by Young Canada Works. 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: 12 weeks

Hours: 30 hours a week

Anticipated Start Date: Monday, December 4, 2017

Salary: \$14.00/hr.

To apply, email a cover letter and resume to goulbmus@rogers.com by midnight, November 26, 2017.

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).