

# WE'RE HIRING!

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**Job Title: Program Coordinator**

**Position Level: Contract**

**Organization: Goulbourn Museum**

**Location: Stittsville, ON**

**Language Required: English**

**Application Deadline: 11:59 p.m. January 8, 2021**

**Duration: February 1, 2021 - May 21, 2020**

**Salary: \$20.00/hour**

**Hours: 35 hours a week**

**Email: [tracey@goulbournmuseum.ca](mailto:tracey@goulbournmuseum.ca)**

**WebLink: <http://goulbournmuseum.ca>**

**Goulbourn Museum seeks a Program Coordinator for the development of an educational program on the theme of heritage gardens. The Program Coordinator is responsible for the creation of a detailed program plan that comprises multiple modules and combines science and technology education, historical interpretation, and experiential learning.**



## **Duties & Responsibilities**

- Writes a detailed program plan that includes learning objectives, desired outcomes, interpretive content, and activity descriptions
- Designs program to meet needs of target audience (children aged 11-13) and identifies ties to the Ontario Curriculum for Grades 6-8
- Identifies and incorporates accessibility best practices to eliminate barriers for participants with different abilities
- Produces supporting visuals, text, and other educational materials.
- Sources program equipment and supplies
- Liaises with external program advisors and subject matter experts
- Works in conjunction with the Education Officer to update the project budget, determine the schedule for the program's rollout, and prepare marketing releases about the project and its financial supporters
- Uses tools and equipment, including construction and gardening tools, to complete ongoing maintenance tasks
- Assists with general operations and performs other duties as directed by the Education Officer and the Manager and Exhibitions Curator

## **Qualifications and Requirements**

- Must be a Canadian citizen or permanent resident entitled to work in Canada
- Preference given to candidates with a background in museum studies, education, history, public history, horticulture, agriculture, environmental sciences, and related fields
- Prior experience developing and implementing educational programs considered beneficial
- Ability to move large items such as 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
- As always in the museum field, a sense of humour is an asset!

## Competencies

- **Project Management:** Carry out a project from start to finish with well-defined objectives and outcomes, prioritize deliverables, select and use appropriate tools and technology, adapt to changing requirements and information
- **Organization:** Keep track of multiple tasks and deliver content within specified time requirements
- **Technology:** Competent with use of Microsoft Office Suite, Adobe, Google Drive, Slack, Zoom, and social media platforms
- **Interpersonal:** Demonstrate excellent communication and collaboration skills
- **Community Outreach:** Facilitate community partnerships
- **Research:** Conduct primary and secondary historical research, including local history and genealogy

## Application Information

Qualified applicants are invited to submit a single PDF file containing their CV and a letter of interest to Goulbourn Museum's Manager, Tracey Donaldson, at [tracey@goulbournmuseum.ca](mailto:tracey@goulbournmuseum.ca) with the subject line "Application: Program Coordinator" by 11:59 PM January 8, 2021. 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.

Goulbourn Museum is an equal opportunity employer. All offers of employment for this position will be conditional upon satisfactory reference checks.

## General Information

Goulbourn Museum, located in Stittsville, Ontario is housed in the old Town Hall, built in 1872. Today it shares the story of Ottawa's oldest military settlement and early life in the former Goulbourn Township.

The former Goulbourn Township was a division of Carleton County which became a part of the City of Ottawa during amalgamation in 2001. 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.

Goulbourn Museum is one of the eleven community museums which belong to the Ottawa Museum Network (OMN).

Please note that there is no public transportation to the Museum site.

**Email your CV and letter of interest to the Museum Manager  
[tracey@goulbournmuseum.ca](mailto:tracey@goulbournmuseum.ca) by 11:59 PM, January 8, 2021**



**GOULBOURN  
MUSEUM**