

2022 Goulbourn Museum Summer Student Position: Assistant Museum Administrator
(CSJ funded)

Institution:

Goulbourn Museum

Salary:

\$16.00

Deadline:

11:59 p.m. on Sunday, March 27, 2022.

Contact:

Tracey Donaldson, Manager and Exhibitions Curator

City:

Stittsville

Province:

Ontario

Postal Code:

K2S 1B8

Region:

Ottawa West

Email:

manager@goulbournmuseum.ca

WebLink:

goulbournmuseum.ca

Assistant Museum Administrator (CSJ Summer Position)

***PLEASE NOTE: At this time the position is considered a hybrid position with both remote and on-site work. However, based on the changing circumstances with COVID-19, this may change. Additionally, job descriptions may be modified slightly to accommodate new operational requirements.**

Job Summary

The Goulbourn Museum seeks a summer student for the position of Assistant Museum Administrator (AMA) to assist with museum operations and expand community engagement, especially with BIPOC and other marginalized groups. The successful candidate will seek to contribute to the Museum's ongoing inclusive vision in their projects.

Duties & Responsibilities

- Use social media and Museum publications to promote upcoming activities and engage online audiences
- Develop digital content for various target audiences
- Assist with the redevelopment of the Museum's website with the goal of improving its accessibility to people of various abilities
- Assist with communications, marketing, and operational administration

- Support public programs, presentations, exhibitions, special events, and outreach initiatives

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
- Experienced with Adobe Photoshop, Adobe Illustrator, Adobe InDesign and other graphic design platforms
- Preference given to candidates with a background in communications, marketing, graphic design, public relations, multimedia design, social media or a similar field
- Prior experience working in a museum environment and/or a non-profit organization is considered beneficial
- 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, Google Drive, 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: Policy and procedure regulations, health and safety, local history, genealogy, and historical presentations
- Time Management: Deliver content within specified time requirements

Positions Available: 1

Anticipated Duration: 16 weeks

Hours: Sunday-Thursday 9:00 am - 5:00 pm

Anticipated Start Date: Tuesday, May 10, 2022

Salary: \$16.00/hr.

To apply, email a cover letter and resume to manager@goulbournmuseum.ca by 11:59 p.m. on Sunday, March 27, 2022. Use the subject line "Application: Assistant Museum Administrator." Please combine your cover letter and resume into a **single PDF** document that adheres to the **following naming convention: First Name_Last Name-Assistant Museum Administrator**. The

letter should demonstrate a comprehensive understanding of the position and specifically address relevant qualifications and experiences.

NOTE: 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.

This position is contingent on successful funding from Canada Summer Jobs. All offers of employment for this position will be conditional upon satisfactory reference checks. There is no public transportation to the Museum site. Work may include weekends and statutory holidays.

Museum Background

Goulbourn Museum is located in the south-west section of the City of Ottawa, in a rural area between Stittsville and Richmond. 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. Goulbourn Museum continues to be an integral part of cultural community life and is dedicated to being accessible to all visitors, and to preserving and sharing the history of the Goulbourn community before, during, and after the incorporation of the township. The Museum achieves this by providing exhibitions, public events, collections storage, heritage interpretation and public programming.

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