

## 2022 Goulbourn Museum Summer Student Position: Collections Assistant (YCW 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](mailto:manager@goulbournmuseum.ca)

**WebLink:**

[goulbournmuseum.ca](http://goulbournmuseum.ca)

### **Collections Assistant (YCW 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**

Goulbourn Museum seeks one student candidate for the position of Collections Assistant (CA) to assist the Collections Officer in the management of museum collections, research initiatives and visitor services. Additionally the CA will collaborate with the Goulbourn Museum team in daily operations including programs, special events, marketing, promotions, and administration. The selected candidate will gain experience in collections management, cataloguing, research, and artefact photography.

#### **Duties & Responsibilities**

- Organize artefact storage and storage locations
- Collections inventory, updating artefact records and storage and storage locations
- Catalogue and photograph artefacts
- Organization of the Museum's reference collection library
- Assessment of perspectives missing from reference library materials

- Digitization of vital statistics records
- Maintain collections standards, environmental conditions, and equipment in the collections storage areas
- Provide artefact content to support programs, exhibitions, and social media initiatives
- Produce content for blog posts and newsletter pieces
- Assist with visitor services and the delivery of educational programs and events

### **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

**Positions Available:** 1

**Anticipated Duration:** 16 weeks

**Hours:** Tuesday - Saturday 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](mailto:manager@goulbournmuseum.ca) by 11:59 p.m. on Sunday, March 27, 2022. Use the subject line "Application: Collections Assistant." Please combine your cover letter and resume into a **single PDF** document that adheres to the **following naming convention: First Name\_Last Name-Collections Assistant**. 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 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 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).