

2022 Goulbourn Museum Summer Student Position: Program Assistant (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

Program Assistant (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 Programming Assistant (PA) will assist the Education Officer in the development, preparation, and delivery of public programs, outreach initiatives, and special events. This will entail giving local history lectures, organizing guest speakers, delivering interactive programs, and running workshops, among other duties. The PA will take the lead on the creation and implementation of a summer children's program. The PA will collaborate with the Goulbourn Museum team to support daily operations and contribute to interdepartmental projects.

Duties & Responsibilities

- Take the lead on the design and delivery of a children's program for Summer 2022 that supports the Museum's mandate and takes into account all special requirements and safety measures necessitated by COVID-19.

- Assist with the planning and delivery of public programs (including local history lectures, interactive programs, and workshops) targeted to school-age, family, and adult audiences
- Assist in the design and facilitation of community programming, such as Family Craft days (COVID 19 permitting) and the Growing Goulbourn community garden
- Support the organization and running of outreach initiatives and special events, including Doors Open Ottawa, Canada Day, and the Evening of Appreciation
- Develop resources and activities for exhibition-based programming and otherwise support the development of exhibits
- Support the Education Officer with the collection and recording of in-person and online visitor and marketing statistics
- Support general operations and perform other duties as required by the Education Officer and the Manager and Exhibitions Curator

Qualifications

- A Canadian citizen or permanent resident entitled to work in Canada
- Candidate is age 16-30
- Meet employment requirements for [Canada Summer Jobs](#)
- Excellent interpersonal and communication skills
- Preference given to candidates with a background in museum studies, art history, library and information studies, education, or a similar field
- Prior experience working in a museum environment and/or delivering public program 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

- Organization: Carry out a project from start to finish with well-defined objectives and outcomes and keep track of multiple tasks
- Time Management: 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
- Customer Service: Ensure visitors and program participants have a positive experience
- Research: Conduct primary and secondary historical research, including local history and genealogy

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: Programming Assistant." Please combine your cover letter and resume into a **single PDF** document that adheres to the **following naming convention: First Name_Last Name-Programming 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 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).