



Program Coordinator Assistant Internship (UNPAID)

Organization Details

Organization Name: Goulbourn Museum

Internship Role: Program Coordinator Assistant

Department: Education

Location: Stittsville, Ontario

Hybrid/Remote/In Person: In Person

Start and end Date: May 1-June 30

Will you be offering an hourly salary or stipend for this position?: This is an **unpaid** position.

Project liaison/mentor(s): Miriam Tepper, Program Coordinator

Contact Information of the person receiving applications: miriam@goulbournmuseum.ca

Internship Description

Goulbourn Museum is one of eleven community museums that belong to the Ottawa Museum Network (OMN) and is located south-west of the City of Ottawa. It is an integral part of community life and is dedicated to preserving and sharing the history of the Goulbourn community through exhibitions, public events, collections, heritage interpretation, and public programming.

The Program Coordinator Assistant will support the preparation and delivery of *Growing Goulbourn*, a hands-on, experiential outdoor program that educates grade 6 students about gardening, plants, and the environment. Participants in the program will grow native plants and heritage vegetables in the museum's garden over the course of eight lessons spread out between April and June. Topics will include heritage gardening, the global environmental impact of industrial agriculture, the importance of local ecology and the threat of invasive species, land use over time, inter-organism relationships, and other topics part of the Ontario biology and social science curricula.

The intern will gain experience in the discovery-education methodology within a museum; the Ontario curriculum; inter-departmental collaboration; how to develop and deliver programming; how to fulfill a museum's mandate via education programming; and how to provide information for specific audience demographics.

Project Type: Program preparation, delivery, and support

Objective: Teach grade 6 students about environment and community via gardening

Responsibilities and Deliverables:

The intern's main tasks include:

- Picking up material from stores
- Preparing/gathering materials for each lesson plan
- Setting up each lesson plan prior to the students' arrival

- Assisting with education delivery
- Supporting student activities
- Ensuring safety measures are followed
- Putting away materials/cleanup after each lesson plan
- Garden work during and between lessons
- Lesson development
- Other work as needed in programming department

Skills and Experiences:

Skills:

- Information delivery
- Program development
- Time management
- Organization
- Collaboration
- Able to work with a pre-teen audience
- Able to work independently
- Microsoft Suite, Google Docs, and Acrobat proficiency

Experience:

- Science communication in a museum setting an asset
- Previous experience working with children aged 12-14 an asset
- Previous experience in cultural and heritage sector program delivery an asset
- Program development experience an asset
- Gardening experience an asset
- Training in pedagogy and curriculum an asset

Qualifications:

- Preferred, but not required:
 - Valid First Aid certification
 - Driver's License
 - Reliable Transportation

If selected, applicants must be willing to undergo a Vulnerable Sector Check.

Note on Goulbourn Museum Covid Protocols:

Full vaccination (min. 2 doses) is required. As the program is run in-person, mask use is mandatory and social distancing is maintained when possible.

Application Process:

Please submit a resume and cover letter as a single PDF File to miriam@goulbournmuseum.ca Please limit your cover letter to a single page.

Deadline Date:

Please email your application by April 25th.