



Title: Collections Management Assistant

Institution: Goulbourn Museum

Salary: \$16.50

Positions Available: 1

Anticipated Duration: 16 weeks

Hours: Tuesday - Saturday 9:00 a.m - 5:00 p.m.

Anticipated Start Date: Tuesday, May 9, 2023

Application Deadline: 11 :59 p.m. Sunday, April 2, 2023

Contact: Tracey Donaldson, Manager

Email: manager@goulbournmuseum.ca

City: Stittsville

Province: Ontario

Postal Code: K2S 1B8

Region: Ottawa West

WebLink: goulbournmuseum.ca

Collections Management Assistant (YCW Summer Position)

***PLEASE NOTE:** This is considered a hybrid position allowing for some flexibility to work offsite in addition to the job's regular onsite hours. However, based on fluctuating provincial health guidelines, this may change. Additionally, job descriptions may be modified slightly to accommodate new operational needs.

Job Summary

The Collections Management Assistant (CMA) will support the Collections Officer in the management of Museum collections, research initiatives and visitor services. Additionally, the CMA will collaborate with the 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

- Collections inventory, updating artefact records and storage, and storage locations
- Accession artefacts
- Catalogue and photograph artefacts
- Deaccession artefacts
- Assist with volunteer transcription of handwritten manuscripts

- Digitization of historic 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 newsletter and website
- Open and close the Museum, perform gift shop transactions, give tours, respond to public inquiries, and perform administrative services
- Assist with the delivery of educational programs and events as needed
- Assist with building and grounds maintenance

Qualifications

- A Canadian citizen or permanent resident entitled to work in Canada
- Candidate is age 16-30
- Meets employment requirements for Young Canada Works
- Excellent English language skills and computer competency
- Proficient research and writing skills
- Preference will be given to candidates with experience working in a museum, gallery or heritage environment. A background in museum studies, art history, library science, information studies, archival studies, history, or a related field is an asset
- Bilingualism (English/French) is an asset

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this position.

- 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
- A valid driver's licence and access to a vehicle is considered an asset as this position requires travel and the transportation of equipment to various locations throughout the city

Reasonable accommodations may be made, where possible, to enable individuals with disabilities to perform some essential functions.

Competencies

- Technology: Use of collections database, Adobe Creative Suite and web-based programs
- Communications: Interpersonal, collaboration and public speaking
- Organization: Track projects and measurable outcomes
- Customer Service: Ensure visitors have a positive experience
- Research: Artefact history, exhibition, presentations, and public research requests
- Time Management: Deliver content within specified time requirements

Qualified applicants should submit a **single PDF file** containing their cover letter and CV to Goulbourn Museum's Manager; Tracey Donaldson, at manager@goulbournmuseum.ca with the subject line "**Application: Collections Management Assistant**" by 11 :59 p.m. April 2, 2023.

Please ensure the file adheres to the following naming convention: **First Name_Last Name_Position Title_Application**. The cover letter should include a brief outline of the applicant's knowledge of our organization, demonstrate an understanding of the position, and address relevant experience and qualifications. Mailed, faxed, and late applications will not be considered.

The Goulbourn Museum is an equal opportunity employer. All applicants will be considered for employment without attention to race, colour, religion, sexual orientation, gender identity, or disability status. This position is contingent on successful funding from YCW. 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.

We thank all applicants for their interest, but due to the large volume of applications, only candidates selected for an interview will be contacted.

Museum Background

Goulbourn Museum (GM) was founded in 1990 by members of the Goulbourn Township Historical Society (GTHS). The Museum and the GTHS became two separate organizations in 2010. Shortly thereafter the Museum was incorporated and achieved charitable status.

Goulbourn Museum preserves and interprets material significant to the Goulbourn Township area, before, during, and after its incorporation, to share local history in a meaningful and accessible way that strengthens community connections.

Goulbourn Museum is located on the traditional unceded territory of the Algonquin Anishinàbeg. The Algonquin peoples have lived on and cared for this land for generations. We deeply appreciate their contributions in shaping and strengthening this community, as well as the contributions of the Métis, Inuit and other First Nations peoples.