



Title: Museum Assistant

Institution: Goulbourn Museum

Salary: \$16.50

Positions Available: 1

Anticipated Duration: 16 weeks

Hours: Saturday - Wednesday 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

Museum 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 Museum Assistant (MA) will support Museum operations, visitor services, administration, and communications. Reporting to the Manager and the Communications Officer, the selected candidate will gain experience in writing grants and organizational documents as well as developing marketing strategies and promotional content for promoting the Museum and its activities. Additionally, the MA will collaborate with the Museum team in daily operations including conducting tours, assisting with programs, special events, and research.

Duties & Responsibilities:

- Assist with communications, marketing, and operational administration

- Promote the Museum's activities by developing digital content and marketing material to engage a variety of target audiences
- Assist with administrative operations such as writing grants and updating organizational documents
- Open and close the Museum, provide exceptional visitor service, conduct tours of the Museum, respond to public inquiries, oversee gift shop operations
- General upkeep and maintenance of building and grounds to ensure site is clean and welcoming for visitors
- Support public programs, presentations, collections, research, exhibitions, special events, and outreach initiatives

Qualifications:

- A Canadian citizen or permanent resident entitled to work in Canada
- Candidate is age 16-30
- Meet 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 environment. A background in communications, journalism, public relations, administration, museum studies, information studies, museum management 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 license 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: Adobe Creative Suite- specifically Photoshop and Illustrator; web-based conferencing software, web-based applications i.e. Google Workspace, social media platforms, Canva and WordPress
- 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

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: Museum 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 YCWBC. 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.