



Title: Programming Assistant

Institution: Goulbourn Museum

Salary: \$16.50

Positions Available: 1

Anticipated Duration: 16 weeks

Hours: Sunday - Thursday 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

Programming 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 Programming Assistant will contribute to the development, preparation, and delivery of public programs. The selected candidate will support the Education Officer with the delivery of local history presentations, school programming, family and older adult programs, workshops, outreach initiatives, and special events

Duties & Responsibilities:

- Lead the design and delivery of the Museum's 2023 Summer Seekers program for children, following the Museum's mandate, education standards, and any health restrictions issued by the local government

- Assist with the planning and delivery of public programs (including local history lectures, interactive programs, and workshops) targeted to school-age, family, adult, and older adult audiences
- Assist with the organization and facilitation of outreach initiatives and special events
- Support the Education Officer with the collection and recording of visitor statistics
- Assist with general operations and perform other duties as directed by the Education Officer and the Manager
- Open and close the Museum, perform gift shop transactions, give tours, respond to public inquiries, and perform administrative services
- Assist with building and grounds maintenance

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
- Preference will be given to candidates with experience working in a museum environment. A background in education, recreation, museum studies, history, social sciences, English, 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:

- Organization: Carry out a project from start to finish with well-defined objectives and outcomes and keep track of multiple tasks simultaneously
- Time Management: Deliver content within specified time requirements
- Technology: Competent with use of Microsoft Office Suite, Adobe, Canva, Google Drive, Zoom, and social media platforms

- Interpersonal: Demonstrate excellent communication and collaboration skills, both written and verbal
- Customer Service: Provide high quality customer service to Museum visitors and ensure that visitors and program participants have a positive and safe experience
- Research: Conduct primary and secondary historical research, including local history and genealogy, using primary and secondary sources

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: Programming 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 BCH. 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.