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EXHIBITIONS OFFICER

INTERNSHIP – YOUNG CANADA WORKS BUILDING CAREERS IN HERITAGE

Organization: Goulbourn Museum

Location: Stittsville, ON

Salary: \$21.30

Duration: 36 weeks

Hours: Tuesday - Saturday 9:00-5:00pm

Anticipated Start Date: Tuesday, July 18, 2023

Application Deadline: 11 :59 p.m. June 25, 2023

Contact: Tracey Donaldson, Executive Director

Email: manager@goulbournmuseum.ca

Web: goulbournmuseum.ca

***PLEASE NOTE: This is considered a hybrid position allowing for some flexibility to work offsite in addition to the job's regular onsite hours.**

Job Summary:

The Exhibitions Officer will create an Exhibitions Development and Maintenance Strategy that will allow the Museum to achieve the exhibition goals identified in the Museum's 2021 Diversity Engagement Action Plan and the updated 2022-2027 Strategic Plan.

The Exhibitions Officer (EO) will update the Museum's Village Store exhibition. Using the Village Store exhibition plan, developed in 2023, the EO will research and write panels and a curatorial essay to support the interpretation of the exhibition. The EO will select and install supporting artefacts, props and reproductions into the preexisting space.

Duties & Responsibilities

- Research current methods, practices and strategies for successful implementation, development and installation of exhibition content within organizations
- Assess current exhibitions and interpretive practices, identify areas to be improved and develop sound strategies to implement these changes or improvements
- Examine key departments of the organization to improve, inform and identify areas in which it can act to implement change in their approach to exhibitions

- Create an Exhibitions Maintenance Plan that will guide the future care and upkeep of permanent, temporary and traveling exhibitions
- Develop and set strategies that will foster movement towards diversity inclusion and equity within the organization
- Create a three-year Exhibitions Development and Delivery Schedule and work plan that will identify themes, research needs and display systems
- Identify resources to aid in the implementation of project goals
- Participate in the installation and removal of traveling exhibitions and support the updating of onsite exhibitions
- Support a minimum of one funding application to fund future Museum exhibitions
- Review and update Goulbourn Museum's current organizational documents related to exhibitions and interpretation
- Produce an Exhibitions Development and Maintenance Strategy that is informing, realistic and actionable with tangible metrics for achieving outcomes
- Open and close the Museum, perform gift shop transactions, give tours, respond to public inquiries, perform administrative services
- Assist with the delivery of educational programs and events as needed.

Qualifications / Requirements

- Canadian citizen or a permanent resident, or have refugee status in Canada
- Between 16 and 30 years of age at the start of employment
- Preference will be given to candidates with experience working in a museum environment. A degree in museum studies, art history, library science, information studies, archival studies, museum management, social anthropology, or a related field is an asset
- Professional-level exhibition installation and collections experience, including experience working with artefacts, the creation of mounts and knowledge of conservation standards
- Professional experience in exhibitions and interpretation development and delivery
- Excellent computer competency in Google Workspace, Microsoft Office Suite, and proficiency with Adobe Creative Suite, Zoom and social media platforms
- French language skills are desirable
- Project management: carry out a project from start to finish with well-defined objectives and outcomes, select and use appropriate tools and technology, adapt to changing requirements and information
- Ability to develop, plan, implement and evaluate policies, communications, programs, and events that promote cultural awareness and diversity
- Ability to facilitate community collaborations and partnerships to accomplish shared goals and objectives
- As always in the museum field, a sense of humour 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
- General knowledge of, and ability to use power tools, construction instruments and equipment required to create and install exhibitions (e.g., mounts, cases, panels ... etc.)

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
- Research: Artefact history, exhibition content, 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 Executive Director; Tracey Donaldson, at manager@goulbournmuseum.ca with the subject line "**Application: Exhibitions Officer**" by 11 :59 p.m. June 25, 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, color, 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.