

Programming Assistant



Anticipated Duration: 16 weeks

Hours: Wednesday to Sunday 9:00 AM - 5:00 PM

Anticipated Start Date: Wednesday, May 22nd 2024

Salary: \$17.00/hr.

Application deadline: Friday, April 26th, 2024, at 11:59 PM

****Please note that there is no public transportation to the Museum site.***

JOB SUMMARY

The Goulbourn Museum seeks to hire a motivated summer student for the position of Programming Assistant to contribute to the development, preparation, and delivery of public programs, and provide visitor services in the Museum, during open hours. The selected candidate will support the Programming Manager with the execution of local history presentations, school programming, family and senior programs, workshops, outreach initiatives, and special events.

DUTIES & RESPONSIBILITIES

- Support the design and delivery of the Museum's 2024 Summer Seekers program for children, following the Museum's mandate, education standards, and any health restrictions issued by the local government.
- Provide visitor services in the Museum during open hours (Thursday - Sunday, 10-4)
- Open and close the Museum, perform gift shop transactions, provide informed Museum tours to visitors, answer visitor inquiries, and maintain the Museum space when open to the public.
- Assist with the planning and delivery of public programs (including local history lectures, interactive programs, and workshops) targeted to school-age, family, adult, and senior audiences.
- Assist with the organization and facilitation of outreach initiatives and special events.
- Support the Programming Manager with the collection and recording of visitor statistics.
- Assists with general operations and performs other duties as directed by the Programming Manager and the Executive Director

QUALIFICATIONS

- A Canadian citizen or permanent resident entitled to work in Canada
- Candidate is between the ages of 15-30
- Meet all employment requirements for [Young Canada Works](#)
- Excellent interpersonal and communication skills
- Preference given to candidates with a background in museum studies, education, history, art history, library and information studies, or a similar field
- Prior experience working in a museum environment and/or delivering public programs considered beneficial
- An interest in history and heritage in the community
- French is an asset
- Ability to move large items such as 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 Ontario drivers licence with access to a personal vehicle is mandatory

COMPETENCIES

- **Organization:** Carry out a project from start to finish with well-defined objectives and outcomes independently and keep track of multiple tasks simultaneously.
- **Time Management:** Deliver content within specified time requirements.
- **Customer Service:** Provide high quality customer service to Museum visitors and ensure that visitors and program participants have a positive and safe experience.
- **Technology:** Competent with use of Microsoft Office Suite, Adobe, Google Drive, Zoom, and social media platforms.
- **Interpersonal:** Demonstrate excellent communication and collaboration skills, both written and verbal, demonstrate ability to communicate information to visitors/ participants of various ages and backgrounds.
- **Research:** Conduct primary and secondary historical research, including local history and genealogy, using primary and secondary sources.

To apply, email a cover letter and resume to manager@goulbournmuseum.ca by **11:59 p.m. on Friday April 26th, 2024**. Use the subject line "Application: Programming Assistant." Please combine your cover letter and resume into a single PDF document that adheres to the following naming convention: First Name_Last Name-Programming Assistant. The letter should demonstrate a comprehensive understanding of the position and specifically address relevant qualifications and experiences.

Successful candidates will be contacted about an interview no later than May 1st. Mailed, faxed, and late applications will not be considered. We thank all applicants for their interest,

but due to the large volume of applications, only candidates selected for an interview will be contacted.

All offers of employment for this position will be conditional upon satisfactory reference checks. Work may include weekends and statutory holidays. Please note there is no public transportation to the Museum site.

Goulbourn Museum is an equal opportunity employer and welcomes diversity in our workforce. For more information about the Museum, please visit goulbournmuseum.ca