

COLLECTIONS ASSISTANT (YCW position)

Institution: Osgoode Township Museum

Salary: \$15.00

Deadline: 11:59 p.m. Friday, April 9, 2021

Contact: Jillian Metcalfe, Executive Director

City/Town: Vernon

Province: Ontario

Postal Code: K0A 3J0

Region: Ottawa South

Email: manager@osgoodemuseum.ca

WebLink: osgoodemuseum.ca

Osgoode Township Museum, located in Vernon, Ontario is housed in a mid-century two room schoolhouse. It shares the story of Ottawa's rural and agricultural heritage.

Job Summary

The Osgoode Township Museum seeks a summer student for the position of Collections Assistant to work with the Museum's collection and to assist with daily operations, educational programming, exhibitions and special events. The selected candidate will gain experience in all aspects of collections management, including the storage, care, movement, documentation and research of artefacts in the collection.

PLEASE NOTE: Due to the unique circumstances of the COVID-19 pandemic, job descriptions may be altered to accommodate the Museum's needs as employees work from home. Additional requirements will include internet access and personal electronic equipment; including a personal computer and smartphone both with audio and video capabilities.

Duties & Responsibilities

- Monitors, organizes and repacks artefacts in storage
- Assesses, maintains and works in collections storage locations
- Catalogues, condition reports and photographs artefacts in accordance with Museum policies and procedures
- Updates, edits and maintains artefact record information in the MINISIS and PastPerfect databases
- Facilitates the publishing and maintenance of Osgoode Township Museum collections records that are hosted publically on the Ottawa Museum and Archives (OMAC) website (<http://ottawa.minisisinc.com>)
- Supports and documents the answering and compiling of research to complete public research requests
- Assists in producing and developing a videography collections project
- Assists in the research and development of temporary exhibitions, displays
- Researches and writes social media posts and newsletter pieces
- Assists with the delivery of educational programs and events as required

- Opens and closes Museum, perform gift shop transactions and work as part of the visitor services team
- Maintains buildings and grounds for visitors to the Museum's site and for environmental conditions concerning artefact stability
- Uses tools and equipment (including a hammer, drill, saw, etc.) to complete ongoing maintenance tasks

Qualifications

- A Canadian citizen or permanent resident entitled to work in Canada
- Meets employment requirements for [Young Canada Works](#)
- Excellent interpersonal, public speaking and communication skills
- Preference given to candidates with a background in museum studies, art history, library and information studies, archival studies, history or with experience in museum environment
- French is an asset
- 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, across parking lots and lawns*

*Osgoode Township Museum welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

Competencies

- Technology: Use of MINISIS and/or PastPerfect databases, Adobe Creative Suites, Google Suites and Canva for design purposes, and web-based programs
- Communications: Interpersonal, public speaking and writing for social media
- Organization: Track projects and measurable outcomes
- Customer Service: Ensure visitors have a positive experience
- Research: Local history, genealogy, interpretive panels for exhibits and historical presentations
- Time Management: Deliver content within specified time requirements

This position is contingent on successful funding from Young Canada Works (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 includes weekends and statutory holidays. We thank all applicants, however, only those selected for an interview will be contacted.

Positions Available: 1

Duration: 16 weeks

Hours: Wednesdays to Saturdays 9:00-5:00pm (flexibility on hours re: work locations during COVID-19)

Anticipated Start Date: Tuesday, May 4, 2021

Salary: \$15.00/hr.

To apply, email a cover letter and resume (PDF format only) to manager@osgoodemuseum.ca by 11:59 p.m. Friday, April 9, 2021.

The former Osgoode Township was a division of Carleton County which became a part of the City of Ottawa during amalgamation in 2001. The Osgoode Township Museum is located in the southernmost section of the City of Ottawa. The communities in the former Osgoode Township include Vernon, Marvelville, Marionville, Kenmore, Greely, Metcalfe, Osgoode, Manotick Station and Enniskerry. Our organization is committed to preserving and sharing the history of these Osgoode communities.

Osgoode Township Museum is one of the eleven community museums which belong to the Ottawa Museum Network (OMN).