PROGRAMMING ASSISTANT (CSJ 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 Programming Assistant to contribute to the development, preparation and delivery of public and educational programs. They will work as part of a team giving local history presentations on-site and virtually, deliver family programs, run workshops and assist with special events. The Programming Assistant will support the Education Officer in the execution of Museum programs and visitor experiences.

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

· Assist with the delivery of educational programs and events
· Complete detailed event summaries for programs and/or events
· Create a year -long program agenda for the heritage garden and develop themes and content for different themes
· Conduct family-friendly Museum tours for visitors
· Use social media and Museum publications to promote programs and engage online audiences
· Open and close Museum, perform gift shop transactions and work as part of the visitor services team

Qualifications

· A Canadian citizen or permanent resident entitled to work in Canada
· Meets employment requirements for Canada Summer Jobs
· Excellent interpersonal, public speaking and communication skills

·   Preference given to candidates with a background in museum studies, art history, library and information studies, business, education, marketing, graphic design or a similar field
·   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 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 and historical presentations
·   Time Management: Deliver content within specified time requirements

This position is contingent on successful funding from Canada Summer Jobs (CSJ). 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).