

## **MUSEUM 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 Museum Assistant to facilitate operational administration, communication, marketing and visitor services. They will be responsible for developing a social media plan, revising the marketing plan, assisting with visitors and public inquiries, supporting educational and public programming, providing Museum tours and general upkeep and interpretation of the Museum and grounds. Additionally they will assist and support ongoing daily operations.

**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**

- Drafting a social media policy
- Revising marketing plan
- Assists with public programs, presentations, special events , collections and communications' initiatives
- Supports membership and social media communique to engage online audiences
- Conducts family-friendly Museum tours for visitors
- Opens and closes Museum, performs gift shop transactions and works as part of the visitor services team
- Supports the ongoing maintenance of the Museum interior exhibitions, collections storage and outside grounds, garden and agricultural barn.

### **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 for exhibits 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](mailto: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).