



Positions Open: Project Officer (1 Position)

Organization: Workers History Museum (Ottawa, ON)
<https://workershistorymuseum.ca/>

Applications Due: March 10, 2023

Position Requirements

- One year's project management experience (or equivalent part time experience).
- Experience in the practical application of theories, principles, and best practices in museum work, including collection management.
- Familiarity with digital project management tools, including planning, development, budget monitoring, and contracting.
- Strong organization, communication, presentation, and problem-solving skills.
- Experience of working in a team environment.
- Willingness to work in an office environment with extended periods of sitting and focusing on a computer screen (particularly at our workplace at Saint Paul's University).
- Willingness to travel to libraries and archives; local, municipal and national museums; and to the museum's storage facilities at Dymon (located in Ottawa).
- Willingness to attend (in person or virtual) meetings outside regular office hours.

How to Apply:

If you are interested please send your cover letter and resume with the subject line "[Your Name] – Project Officer" to info@workershistorymuseum.ca by **March 10, 2023**.

Full Job Posting

The Workers' History Museum is pleased to announce that we are currently looking to hire a Project Officer.

Job Title: Project Officer

- Reports to: The museum's President, Treasurer, and the Board of Directors
- Compensation: \$20 to \$25/hr
- Benefits will include 10 days of vacation and 5 days of sick leave annually.
- Deadline to Apply: 10 March 2023
- Location: Ottawa, ON
- Hours: 30-35 hours/week

Position Summary

The Project Officer will work closely with the museum's Board of Directors, reporting on a weekly basis to the President and Treasurer. The Project Officer will play a key role in coordinating the museum's projects and the work of its various committees. The position requires experience of project management, a high level of administrative responsibility, an ability to handle multiple tasks, and an ability to work independently and as part of a team. Full fluency in English is essential.

Principal Duties and Responsibilities

- Review existing projects and make recommendations to the Board for further action needed to meet project goals.
- Participate in the development of future projects, assisting with setting out project objectives, budgetary requirements, personnel, terms of reference, and grant applications.
- Coordinate multiple projects approved by the Board so that project goals are achieved.
- Assist the Museum's Collections Curator with updating the museum's collections database.
- Assist the Museum's Image Archivist with the image database.
- Participate in project team meetings and those of the museum's various committees as required.
- Prepare project and committee status reports for the Board of Directors.
- Identify funding opportunities and assist with grant applications.

Position Requirements

- One year's project management experience (or equivalent part-time experience).
- Experience in the practical application of theories, principles, and best practices in museum work, including collection management.
- Familiarity with digital project management tools, including planning, development, budget monitoring, and contracting.
- Strong organization, communication, presentation, and problem-solving skills.
- Experience of working in a team environment.
- Willingness to work in an office environment with extended periods of sitting and focusing on a computer screen (particularly at our workplace at Saint Paul's University).
- Willingness to travel to libraries and archives; local, municipal and national museums; and to the museum's storage facilities at Dymon (located in Ottawa).
- Willingness to attend (in person or virtual) meetings outside regular office hours.

Position Assets

- Interest in history, especially labour history and social history
- Familiarity with the local history of Ottawa and the National Capital Region
- Knowledge of handling museum artifacts and working with images
- Knowledge of French. Bilingualism is not required for this position but will be considered an important asset.