



Watson's Mill Manotick Inc. (WMMI) is a unique 19th century grist and flour mill that has been in operation since 1860. Located at the heart of Manotick, on the shores of the Rideau River, it is the only working industrial heritage site in the Ottawa region.

**Position: Special Events and Marketing Assistant**

**Location:** Watson's Mill, 5525 Dickinson Street, Manotick, Ontario

**Salary:** \$15.00/hour

**Duration:** Up to 16 weeks; anticipated start date 15 May 2018

**Hours of Work:** 9:00am to 5:00pm; 35 hours per week; including frequent evenings and weekends

**Languages of Work:** English; oral ability in French preferred

**Open to:** *Students, ages 17 -30, who are currently completing a semester of full-time studies and who intend to return to full-time studies in the fall of 2018. Minimum 1-year post-secondary education required.*

- Police record check is required
- First Aid Certification an asset
- Valid Ontario Driver's License and personal transportation an asset

**Duties include:**

- Greeting guests & taking ownership of visitor experience
- Coordinating and implementing a full calendar of events
  - Includes
    - Liaising with event sponsors and contributors of behalf of Watson's Mill
    - Overseeing ticket sales
    - Overseeing event and site preparation
    - Volunteer recruitment and orientation
- Creating and distributing all professional marketing materials to promote events and the site, coordinating all media coverage of events
- Leading group tours for public of all ages & cultural backgrounds
- Assisting in basic housekeeping and maintenance of site

Potential candidates will have excellent interpersonal skills; will be enthusiastic & creative, have excellent communication & organizational skills, have experience working with the general public, be proficient in Microsoft Office Suite, be capable of working in a team (including co-workers & volunteers) with minimal supervision, and have a great sense of humour! This position is required to wear period costume on occasion.

Interest in regional history, historic buildings, traditional machinery, and/or community development is an asset.

Complementary fields of study are Event Management, Marketing, Museum Studies, Tourism, or Recreation.

Interested parties should send their cover letter and resume by **8 April 2018** to:

Ms. Elaine Eagen  
Programming and Visitor Experience Officer  
Watson's Mill Manotick Inc.  
programs@watsonsmill.com

Candidates should register with Young Canada Works at <https://young-canada-works.canada.ca/Account/Register>.

**Call backs for interviews will be conducted 9 April 2018.**

WMMI thanks all applicants for their interest, however, only those selected for an interview will be contacted. All positions are subject to funding availability. WMMI is an equal opportunity employer, and encourages men and women, including those of visible minorities or disabilities, to apply. Please be aware that Watson's Mill is not fully wheelchair accessible and is not easily accessible by public transit.

**Characteristics of city/region:**

Watson's Mill is situated on the shores of the Rideau River, in the former village of Manotick, in the southern sector of the City of Ottawa. Although neighbouring communities are growing rapidly, Manotick is still considered a rural area, with a population of approximately 1,500. Community members fondly refer to Watson's Mill as "The Heart of Manotick". Small town charm prevails in this historic waterfront village.

**Vision and Mission:**

The Vision of Watson's Mill Manotick Inc.: Watson's Mill is the leading industrial heritage and working water-powered grist mill in Eastern Ontario.

The Mission of Watson's Mill Manotick Inc.: To preserve and operate historic Watson's Mill as a working flour/feed mill and as a social, cultural and educational heritage site for the enjoyment of the community and visitors.

For more information about Watson's Mill, please visit [www.watsonsmill.com](http://www.watsonsmill.com) For more information about Manotick, please visit [www.manotickvillage.com](http://www.manotickvillage.com)