



Nestled in the heart of Manotick Village, Dickinson Square shares a remarkable past rooted in Canadian history and industrial ingenuity. Run by Watson's Mill Manotick Inc. (WMMI), Dickinson Square is comprised of 2 sites; Watson's Mill and Dickinson House. Built in 1860 along the shores of the Rideau River, Watson's Mill remains active as a water powered flour mill; Dickinson House, built in 1867, displays the heritage home of the past mill owners. Dickinson Square is the only industrial heritage site in Ottawa and explores the lives and work of the people who have called, and continue to call Manotick and Ottawa home.

As Dickinson Square's Curator you will be joining a tight knit and collaborative team of cultural heritage professionals who report to and are guided by a dedicated volunteer Board of Directors. Your day-to-day work will include collections management, artifact conservation, exhibition development, and grant writing. Overall, you will research, develop and implement a cohesive curatorial program that advances WMMI's mission and values.

<b>Position:</b>	<b>Curator</b>
<b>Type of Employment:</b>	Full-time, permanent
<b>Salary Range:</b>	\$42,000 to \$45,000 commensurate with experience Benefits package provided after a three-month probationary period
<b>Location:</b>	Watson's Mill, 5524/5525 Dickinson Street, Manotick, Ontario
<b>Hours:</b>	Overall 37.5 hours per week, regular weekends and evenings required from May-October
<b>Languages of Work:</b>	English, plus reading, writing, and oral abilities in French an asset
<b>Required:</b>	Proof of vaccination against Covid-19 Police record check with the vulnerable sector Valid Ontario driver's license and access to a vehicle
<b>Assets:</b>	First Aid certification (WMMI will provide certification/re-certification)

### **Essential Duties & Responsibilities:**

#### **Collections Management (25%)\***

Working with our partner organization, the Rideau Township Historical Society, the Curator will:

1. Implement and update WMMI's collection management policy following best practices
2. Maintain, enhance, and clean collection documentation and database
3. Advance collection digitization
4. Assess potential donations, seek out new objects to enhance the site's collection, and register new acquisitions following proper procedures
5. Ensure accession numbers are properly affixed to objects
6. Research and implement new ways to make the collection more accessible to the public

#### **Conservation (15%)\***

Working with our partner organization, the Rideau Township Historical Society, the Curator will:

1. Develop a conservation program that ensures artifacts are properly displayed and stored
2. Examine artifacts, determine their condition, and prepare condition reports
3. Implement preventative conservation measures, recommend and plan for the out-of-house conservation/preservation treatments of artifacts as required
4. Assess the collection's storage needs, research and implement new storage options/techniques

Exhibition Development (25%)\*

1. Assist with the development of narratives and themes to tell the story of Dickinson Square and Manotick
2. Conduct research to support the development of the site's story
3. Assess the current exhibitions on site and address immediate maintenance needs
4. Research, design, construct, and install small and/or temporary exhibitions
5. Seek out and book community and/or travelling exhibitions
6. Coordinates and assist with the development of new permanent exhibitions

Grants and Funding (20%)\*

1. Research, write and administer grant applications from public and private sources
2. Seek out new funding opportunities/sponsorships from outside the heritage community

Programming (10%)\*

1. Work with community partners and heritage organizations to advance WMMI's mission and goals
2. Assist with the development of educational programming and events when required
3. Assist with seasonal staff supervision when required
4. Contribute to the site's website and social media
5. Assist with general housekeeping and maintenance, as well as maintain security of all buildings on site
6. Other duties as assigned

*\*Percentage breakdowns are approximate and subject to change*

**Educational, Experience, and Skill Requirements:**

- Post-secondary education in Museum Studies, Conservation, and/or a related educational background
- Experience working in museums, historic sites, archives, or galleries
- Demonstrated knowledge of best practices in the management of collections
- Demonstrated knowledge of best practices in exhibition development
- Experience with project management including grant writing
- Ability to work effectively with a Board of Directors, professional staff,

volunteers, researchers, members of the community, other community-based organizations and various levels of government

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 with minimal supervision, and have a great sense of humour! You may even find yourself wearing hip waders in the water at some point.

Above all, you are committed to supporting WMMI's values and ensuring a culture that champions equity, diversity and respectful workplaces. You are also nurturing an organizational culture that emphasizes innovation, continuous learning, collaboration, transparency and accountability while promoting a strong code of ethics.

**Working Conditions:**

Candidates will be required to work in a general office setting as well as in historic buildings that are not temperature regulated.

- Must be able to lift up to 50 lbs as needed (i.e. a bag of flour, larger artifacts)
- Must be able to climb stairs and ladders
- Will be required work in environments where there is dust and flour in the air
- Will be required to work in confined spaces

The Curator will work weekends and evenings on a regular basis May-October.

**Application Instructions:**

Interested parties should send their cover letter and resume by **11:59pm on 16 January 2022** (Eastern Standard Time) to:

Ruth Mills  
President, Board of Directors  
Watson's Mill Manotick Inc.  
[president@watsonsmill.com](mailto:president@watsonsmill.com)

**Call backs for interviews will be sent via email.**

*Applications will only be considered if sent through the process stated above.*

WMMI thanks all applicants for their interest, however, only those selected for an interview will be contacted. Interviews will be held in-person at the Watson's Mill Manotick Inc. offices. Candidates must provide proof of vaccination no later than 24 hours before their interview. In addition to an in-person interview a written assessment may be required. Details regarding the written assessment will be sent with the offer of interview.

Watson's Mill Manotick Inc. is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all. Please be aware that at this time

Watson's Mill, Dickinson House and the WMMI Office are not fully accessible due to the physical limitations of the historic buildings.

Watson's Mill is not easily accessible by Ottawa Public Transit.

**Watson's Mill Manotick Inc. Vision and Mission:**

Our Vision: The industrial experience of the living social heritage of Dickinson Square

Our Mission: To create a social, cultural, and educational heritage experience for the enjoyment of the community and visitors by preserving and operating the 19th century building and its equipment as a working flour and feed mill.

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

For more information about Dickinson House, please visit [www.dickinsonhouse.org](http://www.dickinsonhouse.org)

For more information about Manotick, please visit [www.manotickvillage.com](http://www.manotickvillage.com)