

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 3 sites; Watson's Mill, Dickinson House, and the Carriage Shed. 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; and the Carriage Shed houses WMMI's Used Book Store and offices. 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.



For more information about Dickinson Square visit www.watsonsmill.com.

Position: Collections Technician

Open to: *Students or recent graduates (17 – 30 years old) with post-secondary education in museum studies and previous experience working in museums, historic sites, archives, or galleries*

Location: Watson's Mill and Dickinson House (5525 Dickinson Street & 1127 Mill Street, Manotick, Ontario)

Wage: \$17.75/hour

Duration: 16 weeks (May-September) to 31 weeks (September-December); anticipated start date 14 May 2024

General Hours of Work: Wednesday – Sunday, 9:00 am to 5:00 pm = 35 hours per week; including some early mornings and evenings

Languages of Work: English; oral ability in French or an additional second language an asset

Required: Police record check with the vulnerable sector

Asset: First Aid certification (WMMI will provide certification/re-certification)

Essential Duties & Responsibilities:

Collections

- Accession and catalogue artifacts in the collection, including the use of photographic documentation
- Reconcile, clean, and enhance existing artifact records
- Transfer records from paper documents to PastPerfect
- Conduct artifact research

Conservation

- Complete condition reports on key artifacts
- Conduct cleaning and preventative conservation treatments on artifacts
- Conduct pest management activities
- Monitor temperature and humidity of exhibition areas

Exhibition Development

-Develop, install, and deliver bi-monthly pop-exhibits on daily life in the Victorian Era

Site Interpretation

-Greet guest, lead group tours & take ownership of visitor experience

-Assist with the delivery of programs/events

-Assist with basic housekeeping and maintenance of the site

Education, 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

The ideal candidate will have excellent interpersonal skills; will be enthusiastic & creative, have excellent communication & organizational skills, 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!

Working Conditions:

Candidates will be required to work in a general office setting, in historic buildings that are not temperature regulated (no A/C or heating), and occasionally in the outdoors from May-December

-Required to wear a period costume provided by WMMI on occasion

-Required to work in environments where there is wheat flour, dust and spiderwebs

-Must be able to lift a minimum of 20 lbs as needed (ex. artifacts, program/event supplies, bags of flour)

-Must be able to climb stairs and ladders

-May be required to work in confined spaces

The Curatorial Assistant will work weekends and occasional early mornings/evenings.

Application Instructions:

Interested parties should send their cover letter and resume by **11:59pm (EST) on 10 March 2024** to:

Ms. Elaine Eagen

Executive Director

Watson's Mill Manotick Inc.

execdirector@watsonsmill.com

Call backs for interviews will be sent via email on 11 March 2024.

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

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 Carriage Shed (WMMI's Offices) are not fully accessible due to the physical limitations of the historic buildings.

Dickinson Square is not easily accessible by Ottawa Public Transit.

This employment opportunity is subject to funding availability.

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 Manotick, please visit www.manotickvillage.com