

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](http://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:** \$18.50/hour

**Duration:** 16 weeks (May-September) to 31 weeks (September-December); anticipated start date 12 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 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
- Create conservation plans
- Conduct pest management activities
- Monitor temperature and humidity of exhibition areas

*Site Interpretation*

- Greeted guest, lead group tours & take ownership of visitor experience
- Assisted with the delivery of programs/events
- Assisted with basic housekeeping and maintenance of the site
- Research themes for potential temporary exhibits

**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

Potential candidates 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:**

The Collections Technician will be required to work frequent weekends and some evenings.

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

They are also required to:

- Work in environments where there is wheat flour, dust and spiderwebs
- Be able to lift 20 lbs as needed (ex. artifacts, bags of flour, program/event supplies)
- Be able to climb stairs and ladders
- Work in confined spaces when needed

On some occasions the Collections Technician will be required to wear a period costume provided by WMMI. WMMI's costumes interpret the two dominant gender identities of the 1860's (male/female) and employees may choose the costume that most closely aligns with the 1860's gender they would like to present on site.

**Application Instructions:**

Interested parties should send their cover letter and resume by **11:59pm (EST) on 13 March 2025** to:

Ms. Elaine Eagen  
Executive Director  
Watson's Mill Manotick Inc.  
[execdirector@watsonsmill.com](mailto:execdirector@watsonsmill.com)

**Call backs for interviews will be sent via email on 14 March 2025.**

Watson's Mill Manotick Inc. is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all. We are proud to be a CGLCC Rainbow Registered non-profit.

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](http://www.manotickvillage.com)