



Rideau Canal Museum

Volunteer Position Description

Museum Exhibit Planner

Purpose of the Role:

- To develop and present specific exhibits
- To increase awareness of the RCM, the Rideau Canal and its history through these exhibits
- To increase the awareness of the World Heritage status of the RC

Location:

- At the RCM

Duties and Responsibilities Working with the RCM Manager,

- Design new exhibits at the Rideau Canal Museum (RCM)
- Prepare exhibit space (designing, painting, etc) and display exhibits

Time Requirements:

- 10-15 hours per month (or more during exhibit times)

Skills and Qualifications Required

- Volunteer must have interest and knowledge in canals, local history, canal history, exhibit design, museum exhibit techniques
- Excellent presentation skills
- Ability to work within a budget

Benefits:

- Volunteer will improve/develop appreciation for canal and its significance, its history and features
- Volunteer will be part of the World Heritage Site promotion,
- Enables RCM to improve its community profile/niche in community
- Enables for education of the general public re: local cultural history

Orientation and Training

Provided by the RCM Manager or VC:

- Familiarization of the museum, policies, programs and procedures
- Tour of the museum and its facilities and exhibits



Rideau Canal Museum

- Training on volunteer policies and procedures

Level of Screening Required

- Application and Interest Form Completed
- Interview Completed (can be conducted by telephone)
- 2 personal reference/recommendation check completed

Supervision

- To be provided by RCM Manager

Safety Considerations/Precautions

- All volunteers will take into consideration and act in accordance with health and safety policies and best practices in the execution of their task

Date description developed:

March 2010

Date reviewed/revised: