



The Mahone Bay Museum is a small community museum seeking a Collections Assistant for a temporary, full-time, 12 week Young Canada Works contract from approximately mid-May to the end of August at \$12.00 an hour.

The Collections Assistant will be given instructions on how to begin auditing our collections, help re-organize a section of our collection storage room, learn how to complete conservation assessments and reports for any damaged artifacts, and learn how to update our collections management database and paper files with the new locations of artifacts. The audit of our collections will determine if artifacts in our collections are in our database and have all the necessary paperwork in our filing system and identify any issues in the collection, such as unmarked, unaccessioned, or inadequately accessioned artifacts.

The Collections Assistant will:

- Become familiar with the current Museum's Collection Management policy and procedures
- Become familiar with guidelines for handling various types of artifacts
- Conduct research regarding museum collections audit procedures
- Follow manufacturer's instructions to install new shelves
- Plan shelf heights based on artifact size to maximize our storage space
- Move artifacts into their new location
- Become familiar with our collections management database and collections paperwork in order to update records of the artifact location
- Learn how to identify and record conservation issues
- Complete conservation assessment/report paperwork of artifacts when necessary
- Create a report with the findings of the audit
- Work as a team to complete the museum opening and closing procedures
- Greet and inform visitors about Mahone Bay history and complete gift shop sales while relieving the front desk staff member during their lunch and breaks
- Aid the Manager/Curator with other related tasks as they arise

Qualifications

Ideal candidates for the Collections Assistant position will

- Be attending university or college in the fall of 2018 with a field of study or a particular interest in history, anthropology, museum studies, or other museum related topics.
- Have some knowledge the history of Nova Scotia in general and knowledge of Lunenburg County in particular will be an asset, along with experience in customer service and working with children

- Have above average computer skills
- Be detail oriented to ensure correct information is input into the collections audit findings report
- Have strong research skills and good communication skills
- Be friendly and respectful to other staff members and able to greet visitors in an engaging manner
- Possess a valid driver's license or have reliable access to transportation, as there is no public transportation in Mahone Bay
- Have up to date training in first aid or are willing to attend first aid training if required (to ensure there is always one staff member at the museum trained in first aid).

No previous experience with collection management is required. However, collections management experience and/or experience working in a museum is an asset.

Youth with a disability, Aboriginal youth, visible minorities youth, and new Canadian youth are encouraged to apply as the Mahone Bay Museum is an equal opportunity employer.

Please send your resume and cover letter by April 20, 2018 to Lyne Allain by e-mail at mahonebaymuseumjobs@gmail.com or by regular mail: Mahone Bay Museum, P.O. Box 583, Mahone Bay, NS, B0J, 2E0

Interviews will begin April 16th, 2018 and continue until a suitable candidate has been found.

Applications will be screened according to how well the applicants meet the above requirements. To ensure the candidate meets the eligibility requirements to YCW, the top candidates will be contacted and will be required to register with the YCW website prior to being formally interviewed.

For more information about Mahone Bay, please visit: <https://www.mahonebay.com/>

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