



The Mahone Bay Museum is a small community museum seeking a Children and Scholastic Program Officer for a temporary, full-time, 14 week NS Skills contract from approximately mid-May to the end of August at \$12.00 an hour.

The Children and Scholastic Program Officer will work under the supervision of the Manager/Curator and work closely with teachers from local schools who contact us about receiving more information and/or booking on-site or off-site programs and ensure our school programming is meeting their needs.

The student will review the Museum's current on-site activities for families visiting and our school programs created last year (two on-site Mahone Bay history tours/activities for classes and one off-site Mahone Bay history school presentation) and suggest and implement additions and improvements. When classes book an on-site tour/activity or an off-site presentation, the Children and Scholastic Program Officer will run these programs (with the help of other staff if needed). The student will become familiar with: current Specific Curriculum Outcomes for various grades, program development and program administration, museum education, and presenting and interpreting our local history information in a fun and exciting way for children and youth.

The student will also be required to cover the Museum's Front Desk staff's lunch and breaks for approximately one hour a day, where they will greet visitors, provide customer service, and complete gift shop sales.

Qualifications

- Must have experience working with children
- Must be enrolled in a university or college program full-time in the fall of 2018
- Must be a permanent resident of Nova Scotia or have lived here for at least 6 months
- Must have strong communication skills
- Must have an interest in history
- Must possess a valid driver's license or have reliable access to transportation, as there is no public transportation in Mahone Bay
- Must 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)

This position is ideal for students who are applying to, are considering applying to, or are already in a Bachelor of Education program, or who are looking to have a career in museum education or any career working with children and youth.

No previous experience with children's programming is required. However, experience working with children 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.

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

For more information about the Mahone Bay Museum, please visit:
<http://mahonebaymuseum.com/>