



The Mahone Bay Museum is a small community museum seeking an Exhibit Researcher and Designer 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.

Under the supervision of the Manager and Curator, the Exhibit Researcher and Designer will review research compiled by a previous staff member, conduct additional research as required, become familiar with exhibit text guidelines, write the draft of the exhibit text, and plan the layout design of the exhibit based on the space available. The position will also work closely with a Mi'kmaq exhibit committee comprised of Mi'kmaq people and Mi'kmaq history experts to receive their input and feedback during each step of the development of the exhibit.

The Exhibit Researcher and Designer will

- Become familiar with the current Museum's Exhibition and Interpretation policy and procedures
- Review the research and books previously compiled
- Conduct additional research regarding the Mi'kmaq history of the area as needed
- Work with and remain in contact with various Mi'kmaq and Mi'kmaq history experts throughout the planning, writing, and designing of the exhibit
- Review information about a museum's general audience and write the Mi'kmaq exhibit text with that target audience in mind
- Become familiar with elements of exhibit design
- Design the exhibit for the space available
- Learn how to request and receive loans of artifacts and permission to use photographs as needed
- Work as a team with the other staff members 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 Exhibit Researcher and Designer 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 and Mi'kmaq in general and Lunenburg County in particular will be an asset
- Have above average computer skills and some experience in graphic design is an asset

- Have strong research skills and good communication skills
- Be friendly and respectful to other staff members and the public
- Be 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 exhibit design is required. However, researching, writing text for various audiences, and graphic design 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](mailto: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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