



The Mahone Bay Museum is a small community museum seeking a Museum Registrar 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 Museum Registrar will move, research, and conduct conservation assessments for approximately 90 artifacts that are on loan to Mahone Bay Museum. The Museum Registrar will combine this information in a written report that is presented to the Museum's Board for their approval of the return of the loaned artifacts. The Museum Registrar will also research and write new sections in our collections management policy regarding incoming and outgoing loans, the process of deaccessioning, and internal artifact movement in the Museum.

The Museum Registrar will

- Become familiar with the Museum's Collection Management policy and procedures
- Become familiar with the process of incoming loans and the return of loans
- Learn about Mahone Bay's history
- Conduct research regarding artifacts as needed
- Learn how to properly handle the artifacts
- Learn how to identify conservation issues and complete conservation reports when necessary
- Review information in our Collections Management database
- Create a report for the review of the loaned artifacts to the Deaccessions and Returns sub-committee
- Answer questions and engage visitors while working on the loaned artifacts in our research room where visitors may watch staff work
- Work as a team to complete the museum opening and closing procedures
- Greet and inform visitors about Mahone Bay history and complete other visitor services tasks while relieving front desk staff members during their lunch and breaks
- Aid the Manager/Curator with other tasks as they arise
- Have opportunities for job shadowing the Manager/Curator on other museum related tasks beyond collections management

Qualifications

Ideal candidates for the Museum Registrar position will

- Be attending university or college in the fall of 2018 with a field of study or a particular interest in history, anthropology, or other museum related topics
- Have completed a university course in History

- Have knowledge of Nova Scotia in general and 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 return of artifacts report
- Have strong research skills and good communication skills
- 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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