



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

The Archival and Reference Files Coordinator will work under the supervision of the Manager/Curator to organize a backlog of reference files material into our existing filing system, digitize photographs and documents in our reference files and archival holdings using our scanner, create research aids to help visitors/researchers navigate our reference files/books and archives, help visitors and researchers (including seniors) review information in our reference files and archives, update our online databases with information from our reference files and archives to increase access to the information regarding Mahone Bay area's history, organize our reference books in our library, and develop/implement more ways to increase awareness and access of our archives and reference files to help achieve our mission of educating people about Mahone Bay area's history.

The Archival and Reference Files Coordinator will also work with the other staff to complete opening and closing procedures and cover the Museum's front desk staff's lunch and breaks for approximately one hour a day, where they will greet visitors, provide wonderful customer service, and complete gift shop sales.

Qualifications

- Must be a full-time student in an accredited post-secondary institution or a graduating grade 12 student who is enrolled full-time in a university or college program in the coming fall term
- Must be a permanent resident of the province or reside in Nova Scotia for at least six months prior to this work term
- Must have strong organization and computer skills
- Must have an interest in history
- Have an interest in exploring possible careers heritage fields
- Be friendly, respectful, and engaging when approaching and talking to visitors including families with young children
- Have knowledge or be willing to learn about the history of Mahone Bay, Lunenburg County, and Nova Scotia
- 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 archives or museum work is required. However, an interest in heritage, history, and culture will be considered an asset.

New participants to the NS Skills program are highly encouraged to apply and include this information in your cover letter.

Youth with a disability, Aboriginal youth, visible minorities and new Canadians are encouraged to apply and include this information in your cover letter as the Mahone Bay Museum is an equal opportunity employer.

Availability and duration of this position are conditional upon approval of NS Skills funding.

How to Apply:

Interested applicants can send a resume and cover letter to Lyne Allain, Manager and Curator, by e-mail to mahonebaymuseumjobs@gmail.com before May 1, 2019. Applicants are encouraged to apply early, as interviews will begin as early as April 1st, 2019 and continue until a suitable candidate is found.

We thank all the applicants for their interest, however, only those selected for an interview will be contacted. Applications will be screened according to how well the applicants meet the above requirements. Local applicants are interviewed in person by the Museum Manager and Curator when possible. Long distance interviews can be conducted via Skype or by phone by the Museum Manager and Curator.

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

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