



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

The Collections Assistant will re-organize a section of our collection storage room with new shelves, learn how to update our collections management database and paper files with the new locations of artifacts, and continue the process of returning a large loan of 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
- Become familiar with methods regarding processing the return of loans
- Research artifacts as needed
- Create and submit a report for the review of the loaned artifacts to the Deaccessions and Returns sub-committee
- 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 locations
- Learn how to identify and record conservation issues
- Complete conservation assessment/report paperwork of artifacts when necessary
- Answer questions and engage visitors while working with artifacts or on the computers in our research room where visitors may watch and interact with our staff
- 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

Ideal candidates for the Collections Assistant position will

- Meet the Young Canada Works requirements (be a Canadian citizen/permanent resident/refugee in Canada, be legally entitled to work in Canada, be between 16 and 30 years of age at the start of employment, have completed the school year at the start of employment, be registered in the YCW online candidate inventory, be willing to commit to the full duration of the work assignment and not have another full-time job while employed in a YCW job)

- Have been registered as a full-time* student in the semester preceding the YCW job (*as defined by their educational institution)
- Be returning to full-time studies in the semester immediately following this YCW summer job in the fall of 2019 with a field of study or a particular interest in history, anthropology, or other museum related topics.
- Have an interest in exploring possible careers heritage fields
- Have knowledge of Nova Scotia in general and Lunenburg County in particular will be an asset
- Have above average computer skills
- 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 artifacts or museum work is required. However, an interest in heritage and culture will be considered an asset.

New participants to the Young Canada Works 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 Young Canada Works 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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