



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

Under the supervision of the Manager and Curator, the Exhibit Researcher and Designer will review research compiled by previous staff members, 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 existing text drafts and research previously compiled
- Conduct additional research regarding the Mi'kmaq history of the area as needed
- Work with our existing committee of Mi'kmaq and Mi'kmaq history experts throughout the planning, writing, and designing of the exhibit
- Review information about a museum's general audience
- Edit existing text drafts and draft additional text for the local Mi'kmaq history exhibit with our target audience in mind
- Become familiar with elements of exhibit design
- Design the exhibit for the limited space available
- Learn how to request and receive loans of artifacts and permission to use photographs as needed for an exhibit
- 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 museum related tasks as they arise

Ideal candidates for the Exhibit Researcher and Design 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 above average computer skills and interest in or experience with graphic design
- Have strong research skills and good communication skills
- 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 Mi'kmaq history in Mahone Bay, Lunenburg County, and Nova Scotia
- 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 or museum work is required. However, an interest in Mi'kmaq heritage and culture is 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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