

The Mahone Bay Museum is currently recruiting for the various full-time positions for our summer staff that are funded by Young Canada Works, Canada Summer Jobs, and NS Skills. Please note that the requirements for each of these funding programs vary slightly. Availability and duration of these positions are conditional upon approval of funding from the grants.

No previous experience in museum work is required. However, a demonstrated interest in museums, heritage organizations, and/or history is ideal.

**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,
- 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) and
- be returning to full-time studies in the semester immediately following this YCW job

New participants to the Young Canada Works program are highly encouraged to apply and include this information in their cover letter or provide this information during the interview.

**The Canada Summer Jobs requirements:**

- be between 15 and 30 years of age at the start of the employment
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment. International students are not eligible participants.

**The NS Skills requirements:**

- 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
- be a permanent resident of Nova Scotia or have lived here for at least 6 months prior to this work term

Youth who self-identify as a person with disabilities (consisting of a physical, cognitive or mental impairment that presents a persistent barrier to work), LGBTQ2S+, Indigenous, visible minorities (including persons of African descent), new Canadians, youth who have not completed high school, and youth who have not previously been employed and for whom this would be their first job experience are encouraged to apply and include this information in their cover letter as the Mahone Bay Museum is an equal opportunity employer that aims to develop a diverse staff.

**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 by May 6, 2022. Applicants are encouraged to apply early, as interviews will begin as early as April 2022 and will continue until a suitable candidate is found to begin working in May, June, or early July.

All applicants will be considered for any positions they are eligible for based on the grant requirements. **However, it is helpful to us if the applicants review the possible position description and inform us on their cover letter which position(s) interest them the most.** We thank all the applicants for their interest, however, only those selected for an interview will be contacted.

Review the following position descriptions.

Young Canada Works Potential Positions for Students aged 16-30 returning to full-time studies

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Canada Summer Jobs Potential Positions for Youth aged 15 to 30 years old

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NS Skills Potential Potential Positions for students entering full time post-secondary studies in the fall

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## **Visitor Services Representative Position Details**

The Mahone Bay Museum is seeking a Visitor Services Representative for a temporary, full-time Young Canada Works contract from approximately May/June to August at \$13.35 an hour.

The Visitor Services Representative will

- Become familiar with the Museum's existing school and children's programming and information regarding Mahone Bay's history, including the history of the Mi'kmaq in the area
- Review our Employee Handbook binder and attend an orientation
- Become familiar with the Museum's Interpretive plan, our exhibits and information regarding Mahone Bay's history
- Greet and inform visitors about Mahone Bay history
- Engage children through our children's programming
- Record visitor statistics and make note of how visitors interacted with the exhibits, programs, and staff
- Work as a team to complete the museum opening and closing procedures
- Review our exhibits, programs, and other visitor services and develop a list of possible additions and improvements to the Manager/Curator
- Aid with the planning and completion of additions and improvements to our visitor services approved by the Manager/Curator
- Aid with other visitor services related tasks as they arise
- Provide wonderful customer service to the visitors in the Museum
- Have opportunities for job shadowing the Manager/Curator on other museum related tasks beyond visitor services

### Qualifications

Ideal candidates for this 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) and be returning to full-time studies in the semester immediately following this YCW job, preferably with a field of study or a particular interest in history
- Have an interest in exploring possible careers heritage fields
- Be friendly and confident greeting and talking to visitors
- Have some knowledge of the history of Nova Scotia in general and Lunenburg County or the interest in learning about this history
- Have above average computer skills
- Have strong research skills and 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 and be willing to complete a police check if required.

No previous experience in museum work or specific educational background is required. However, a demonstrated interest in museums and history is ideal.

## **Mi'kmaw Exhibit Co-ordinator Position Details**

The Mahone Bay Museum is seeking a Mi'kmaw Exhibit Coordinator for a temporary, full-time Young Canada Works contract from approximately May/June to August at \$13.35 an hour. The Mi'kmaw Exhibit Coordinator will primarily work with a Mi'kmaw exhibit sub-committee of local Mi'kmaw to develop an interpretive text for our local Mi'kmaw history panel.

The Mi'kmaw Exhibit Coordinator will

- Become familiar with the Museum's existing school and children's programming and information regarding Mahone Bay's history, including the history of the Mi'kmaq in the area
- Review our Employee Handbook binder and attend an orientation
- Become familiar with the current Museum's Exhibition and Interpretation policy and procedures
- Review the existing exhibit texts and research previously compiled
- Conduct additional research as needed
- Work with our existing Mi'kmaw exhibit sub-committee members throughout the writing of new exhibit text drafts
- Review information about a museum's general audience
- Draft of the new local Mi'kmaw history exhibit with our target audience in mind
- Become familiar with elements of exhibit design
- Design the exhibit for the limited space available
- Add and organize resources into a Mi'kmaw history exhibit binder
- Review our existing 1754 settlement history exhibit and suggest edits to decolonize it and create more flow between it and the Mi'kmaw exhibit
- Aid the Manager/Curator with other exhibit related tasks as needed

### Qualifications

Ideal candidates for this 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) and be returning to full-time studies in the semester immediately following this YCW job, preferably with a field of study or a particular interest in history
- Have an interest in exploring possible careers heritage fields
- Have above average computer skills and interest in or experience with graphic design
- Have knowledge or be willing to learn about the history of Mi'kmaq history in Mahone Bay, Lunenburg County, and Nova Scotia
- Have above average computer skills
- Have strong research skills and 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 and be willing to complete a police check if required.

No previous experience in museum work or specific educational background is required. However, a demonstrated interest in museums and history is ideal.

## **Collections Assistant Position Details**

The Mahone Bay Museum is seeking a Collections Assistant for a temporary, full-time Young Canada Works contract from approximately May/June to August at \$13.35 an hour.

The Collections Assistant will

- Become familiar with the Museum's existing school and children's programming and information regarding Mahone Bay's history, including the history of the Mi'kmaq in the area
- Review our Employee Handbook binder and attend an orientation
- Become familiar with the current Museum's Collection Management policy and procedures
- Become familiar with methods regarding accessioning artifacts and begin accessioning artifacts in our backlog under the supervision of the Manager/Curator
- Research artifacts as needed
- Working with our Accessions Committee for new incoming donations
- Become familiar with guidelines for handling various types of artifacts
- Work on improving the efficiency of our collections storage and research conservation related improvements for our storage area
- Fill out accession records and condition reports for artifacts with the help of the Manager/Curator
- Photograph artifacts as needed
- Work as a team to complete the museum opening and closing procedures and 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 and collections related tasks as they arise

Qualifications

Ideal candidates for this 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) and be returning to full-time studies in the semester immediately following this YCW job, preferably with a field of study or a particular interest in history
- Have an interest in exploring possible careers heritage fields
- Have some knowledge of the history of Nova Scotia in general and Lunenburg County or the interest in learning about this history
- Have above average computer skills
- Be detail oriented
- Have strong research, organizational, and 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 and be willing to complete a police check if required.

No previous experience with collections management or museum work is required. However, a demonstrated interest in museums and history is ideal.

## **Community Engagement Co-ordinator Position Details**

The Mahone Bay Museum is seeking a Community Engagement Coordinator for a temporary, full-time Young Canada Works contract from approximately May/June to August at \$13.35 an hour. The Community Engagement Coordinator will become familiar with community outreach methods. They will plan various new community oriented programs on-site, off-site, and online that encourage various members of our community to engage with our museum and local history.

The Community Engagement Coordinator will

- Become familiar with the Museum's existing school and children's programming and information regarding Mahone Bay's history, including the history of the Mi'kmaq in the area
- Review our Employee Handbook binder and attend an orientation
- Become familiar with the Museum's exhibits and information regarding Mahone Bay's history
- Plan various potential community engagement programs
- Co-host community discussion meetings and interact with various members of our community to receive feedback on potential community engagement programs
- Implement one on-site community engagement program in its entirety
- Develop methods to collect feedback from our local community
- Plan potential new methods to engage visitors off-site
- Implement, test, and evaluate two new methods to engage visitors off-site
- Greet and inform visitors, including children, about Mahone Bay history and complete other visitor services tasks while relieving the Visitor Services Representative or other staff member at the front desk for their lunch and breaks
- Work as a team to complete the museum opening and closing procedures
- Complete other community engagement related tasks as needed

### Qualifications

Ideal candidates for the Community Engagement Co-ordinator 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) and be returning to full-time studies in the semester immediately following this YCW job, preferably with a field of study or a particular interest in history
- Have knowledge or be willing to learn about the Mahone Bay, Lunenburg County, and Nova Scotia
- Have an interest in exploring possible careers heritage fields
- Have above average computer skills and be detail oriented
- Have strong 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 and be willing to complete a police check if required.

No previous experience in museum work or specific educational background is required. However, a demonstrated interest in museums and history is ideal.

## **Museum Registrar Position Details**

The Mahone Bay Museum is seeking a Museum Registrar for a temporary, full-time Young Canada Works contract from approximately May/June to August at \$13.35 an hour. Under the supervision of the Manager and Curator, the Museum Registrar will primarily work on organizing our collections management database and paper collections management records.

The Museum Registrar will

- Become familiar with the Museum's existing school and children's programming and information regarding Mahone Bay's history, including the history of the Mi'kmaq in the area
- Review our Employee Handbook binder and attend an orientation
- Become familiar with the previous and temporary collections management databases
- Review videos regarding the new Collective Access database
- Export and import data from previous database into the new database
- Reformat data in the new database as needed
- Review the collections management policy and procedures standards set by our provincial Museum Evaluation Program administered by the Association of Nova Scotia Museums
- Organize collections management paper records in our filing cabinet
- Greet and inform visitors, including children, about Mahone Bay history and complete other visitor services tasks while relieving the Visitor Services Representative or other staff member at the front desk for their lunch and breaks
- Work as a team to complete the museum opening and closing procedures
- Aid the Manager/Curator with other related collections management record related tasks as they arise

Qualifications

Ideal candidates for the Museum Registrar 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) and be returning to full-time studies in the semester immediately following this YCW job, preferably with a field of study or a particular interest in history
- Have an interest in exploring possible careers heritage fields
- Have very strong computer skills
- Be very detail oriented
- Have strong organizational 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 and be willing to complete a police check if required.

No previous experience in museum work or collections management is required. However, a demonstrated interest in museums and history is ideal along with previous detailed oriented work.

## **School Programming Assistant Position Details**

The Mahone Bay Museum is seeking a 15-30 year old youth to fill a School Programming Assistant position for a temporary, full-time Canada Summer Jobs contract from approximately May/June to August at \$13.35 an hour.

The School Programming Assistant will:

- Become familiar with the Museum's existing school and children's programming and information regarding Mahone Bay's history, including the history of the Mi'kmaq in the area
- Review our Employee Handbook binder and attend an orientation
- Review our current on-site, online, and off-site school programs and drafts of programs
- Suggest improvements to our existing school programs and drafts
- Suggest new online and on-site programs
- Become familiar with: current Specific Curriculum Outcomes for various grades, program development and program administration, museum education, and presenting and interpreting our local history information in a fun and exciting way for children and youth
- Establish a method to evaluate our existing school programs and a method to receive feedback from parents and teachers
- Interact with visitor families or school groups in a friendly and respectful manner online or on-site
- Direct families visiting the Museum to our various on-site activities and programming for children
- Work with other staff to complete the museum opening and closing procedures if working on-site
- Aid with other educational programming related tasks as they arise

### Qualifications

Ideal candidates for the School Programming Assistant position will:

- be between 15 and 30 years of age at the start of the employment
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment. International students are not eligible participants. International students include anyone who is temporarily in Canada for studies and who is not a Canadian citizen, permanent resident, or person who has been granted refugee status in Canada.
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations
- 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 and be willing to complete a police check if required.

No previous experience is required. However, a demonstrated interest in education or museum education is considered an asset.



## **Research Position Details**

The Mahone Bay Museum is seeking a 15 to 30 year old youth as a School Programming Assistant for a temporary, full-time Canada Summer Jobs contract from approximately June to August at \$13.35 an hour.

The Researcher will:

- Become familiar with Mahone Bay's history, including the history of the Mi'kmaq in the area
- Review our Employee Handbook binder and attend an orientation
- Greet Museum visitors in a friendly and respectful manner if covering the front desk
- Assist online and in-person visitors with their questions provide them with an informative and pleasant experience
- Record visitors' research requests in our research request binder
- Research Mahone Bay area history to answer a backlog of these research requests
- Collect and communicate the information found to the researcher requesting the information (usually in written format by email)
- Record research progress on each research request form
- Aid visitors with their research using our genealogy files, local house files, and our boats built in Mahone Bay database
- Make copies or email scans as needed for the researcher/visitor looking for information
- Aid off-site researchers by email and by Facebook message by request
- Continue updating and maintaining our research resources with new information
- Find information for our visitors and staff as needed
- Complete research on incoming artifacts and subjects for future exhibits as needed and on local families
- Research artifacts in our collection as needed to fill gaps in our records
- Research and write answers to our visitors' common questions
- Organize research and reference files in our research room as needed
- Work with our off-site Volunteer Researchers
- Encourage members in our community with historical knowledge to aid with research when possible
- Work with other staff to complete the museum opening and closing procedures and other tasks as needed

### Qualifications

Ideal candidates for the Researcher position will:

- be between 15 and 30 years of age at the start of the employment
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment. International students are not eligible participants.
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations
- 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 and be willing to complete a police check if required.

No previous experience is required. However, a demonstrated interest in history and culture is considered an asset.

## **Junior Interpreter Position Details**

The Mahone Bay Museum is seeking a youth 15 to 30 years old as a Junior Interpreter for a temporary, full-time Canada Summer Jobs contract from approximately June to August at \$13.35 an hour.

The Junior Interpreter will:

- Become familiar with the Museum's Interpretive plan, our exhibits and information regarding Mahone Bay's history, including the history of the Mi'kmaq in the area
- Review our Employee Handbook binder and attend an orientation
- Answer visitors' questions regarding Mahone Bay history or direct them to other staff or museum resources as needed
- Offer optional interpretive tours to visitors regarding Mahone Bay history and interpret our local history for them in an engaging and educational manner
- Review and suggest changes to our existing interpretive signage and interpretive offerings
- Develop a self-guided interpretive brochure of our main exhibits
- Develop and continue adding interpretive tools to our existing Interpretive Plan
- Work with other staff to complete the museum opening and closing procedures if working on-site
- Handle cash and complete sales in our gift shop as needed
- Aid with other visitor services related tasks as they arise

### Qualifications

Ideal candidates for the Junior Interpreter position will:

- be between 15 and 30 years of age at the start of the employment
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment. International students are not eligible participants. International students include anyone who is temporarily in Canada for studies and who is not a Canadian citizen, permanent resident, or person who has been granted refugee status in Canada.
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations
- 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 and be willing to complete a police check if required.

No previous experience is required. However, a demonstrated interest in history and culture is considered an asset.

## **Gift Shop Clerk Position Details**

The Mahone Bay Museum is seeking a 15 to 30 year old youth as a Gift Shop Clerk for a temporary, full-time Canada Summer Jobs contract from approximately May/June to August at \$13.35 an hour.

The Gift shop clerk will:

- Become familiar with the museum's operations and Mahone Bay's history, including the history of the Mi'kmaq in the area
- Review our Employee Handbook binder and attend an orientation
- Work at the gift shop front desk and interact with visitors
- Complete gift shop sales using Square point of sale software
- Count cash box regularly
- Manage gift shop inventory
- Contact local artists to add to our existing inventory
- Review and price new inventory
- Suggest ideas for new inventory
- Order inventory from companies as needed, such as our local publisher
- Re-organize the gift shop as needed
- Promote gift shop items on social media
- Complete gift shop paperwork with local artists

### Qualifications

Ideal candidates for the Gift Shop Clerk position will:

- be between 15 and 30 years of age at the start of the employment
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment. International students are not eligible participants. International students include anyone who is temporarily in Canada for studies and who is not a Canadian citizen, permanent resident, or person who has been granted refugee status in Canada.
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations
- Be detail oriented
- 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 and be willing to complete a police check if required.

No previous experience is required. However, experience with customer service and money handling is considered an asset.

## **Assistant Manager Position Details**

The Mahone Bay Museum is seeking a Nova Scotian student to fill an Assistant Manager position for a temporary, full-time, approximately 8 week NS Skills contract from approximately June to August at \$13.35 an hour.

The Assistant Manager will:

- Become familiar with the museum's operations and Mahone Bay's history, including the history of the Mi'kmaq in the area
- Review our Employee Handbook binder and attend an orientation
- Assist the Museum's Manager and Curator with various types of administration and management tasks related to managing the museum's online and on-site operations such as visitor services, events, gift shop, and programs
- Answering emails and voicemails, managing gift shop sales and ordering stock, ensuring existing online and on-site services and programs run smoothly, aid with planning new programs and services
- Aid with the supervision of other summer staff members if working on-site
- Work with other staff to complete the museum opening and closing procedures if working on-site
- Handle cash and complete sales in our gift shop as needed if working on-site
- Aid with other management related tasks as they arise

### Qualifications

Ideal candidates for the Assistant Manager position will:

- 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
- Be a permanent resident of Nova Scotia or have lived here for at least 6 months prior to this work term
- Strong organizational and computer skills
- Interest in learning about managing a business or non-profit or art/heritage organization is an asset
- Be respectful and willing to work closely with a team
- 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 and be willing to complete a police check if required.

No previous experience required. However, a demonstrated interest in history and culture is considered an asset.

Students whose area of study relates to museum work or non-profit/business management will be considered a priority. This can include students who require a Co-op placement.

Youth with a disability, Mi'kmaq or Indigenous or African Nova Scotian youth, and visible minorities (including persons of African descent) are encouraged to apply and include this information in your cover letter as the Mahone Bay Museum is an equal opportunity employer and the NS Skills program has listed these groups as a priority for employment.