



The Mahone Bay Museum is a small community museum seeking an Administrative Assistant for a temporary, full-time, approximately 8 week NS Skills contract from the end of June to August at \$12.55 an hour.

Who can apply:

NS Skills requires that anyone hired for this position:

- Must be a full-time student in an accredited post-secondary institution or a graduating grade 12 student (must submit a copy of their high school diploma) who is enrolled full-time in a university or college program in the coming fall term (a copy of their acceptance letter and/or copy of transcript(s) must be submitted as proof of eligibility)
- Must be a permanent resident of Nova Scotia or have lived here for at least 6 months prior to this work term

Students who self-identify as an immigrant, Indigenous, African Nova Scotians, having a disability, or part of a visible minorities group are encouraged to apply and include this information in their cover letter as the Mahone Bay Museum is an equal opportunity employer.

The Administrative Assistant will work closely with and under the supervision of the Manager and Curator. The student will work on various administration tasks and become familiar with completing expense forms, maintaining up-to-date budgets, ordering stock, answering the phone and recording detailed messages, replying to and organizing emails, responding to on-site visitor inquiries, making adjustments to our policies as suggested by the Board of Directors committees, maintaining and summarizing daily visitors statistics, combining documents into a large report for our Annual General Meeting, recording information, filing documents, preparing bank deposits, and other administrative tasks.

The student will also be required to work on administration tasks at the front desk on a laptop as needed and cover the Museum's front desk staff as needed, especially for their lunch and breaks for approximately one hour a day, where they will greet visitors, provide customer service, and complete gift shop sales.

The Administrative Assistant will be required to review our Employee Handbook binder, which includes our Human Resources policy and the Occupational Health and Safety Act and attend an orientation with the Museum Manager/Curator during their first week to review aspects of our Human Resources policy, our Emergency Preparedness plan and be oriented to the locations of key items (such as our first aid kit, our incident and injury reports binder, our safety goggles, gloves, and eye washing mechanism for when they are handling any of our cleaning products, our Workplace Hazardous Materials Information System information binder with data sheets for our cleaning supplies, our list of emergency contacts, etc.)

Ideal candidates for the Administrative Assistant position will:

- Meet the NS Skills requirements (listed above)
- Must have strong organizational skills
- Must have strong computer skills
- Have strong communication skills
- An interest in history is an asset
- Must possess a valid driver's license or have reliable access to transportation, as there is no public transportation in Mahone Bay
- Must 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)

This position is ideal for students who are interested in doing administration work and/or becoming a manager in a business, non-profit organization, or cultural/art/heritage organizations.

No previous experience with museum work is required. However, an interest in museums is ideal.

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, 2020. Applicants are encouraged to apply early, as interviews will begin as early as April 1st, 2020 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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