



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 May to July at \$12.55 an hour.

Under the supervision of the Manager and Curator, the Collections Assistant will learn how to accession artifacts, re-organize a section of our collection storage room, complete conservation assessments, and learn how to update our collections management database and paper files with the new locations of artifacts.

Who can apply:

Young Canada Works requires that any student hired for this position:

- are a Canadian citizen or a permanent resident, or have refugee status in Canada (non-Canadians holding temporary work visas or awaiting permanent status are not eligible);
- are legally entitled to work in Canada;
- are between 16 and 30 years of age at the start of employment;
- are willing to commit to the full duration of the work assignment;
- will not have another full-time job (over 30 hours a week) during the Young Canada Works (YCW) work assignment;
- have been a full-time high school, college, CEGEP or university student (as defined by their educational institution) in the semester preceding the YCW work assignment; and
- intend to return to full-time studies in the semester following the YCW work assignment.

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

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

The Collections Assistant will:

- Become familiar with the current Museum's Collection Management policy and procedures
- Review our Employee Handbook binder, which includes our Human Resources policy and the Occupational Health and Safety Act
- 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.
- Become familiar with guidelines for handling various types of artifacts
- 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
- 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 of artifacts
- 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 museum and collections related tasks as they arise

Ideal candidates for the Collections Assistant position will:

- Meet the Young Canada Works requirements (listed above)
- Be enrolled in studies with a field of study or a particular interest related to history
- Have an interest in exploring possible careers heritage fields
- Have some knowledge the history of Nova Scotia in general and knowledge of Lunenburg County in particular will be an asset
- Have above average computer skills
- Be detail oriented to ensure correct information is input into the collections audit findings report
- Have strong research skills and good communication skills
- Be friendly and respectful to other staff members and the public

- Be able to greet visitors in an engaging manner
- 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 interpretation or museum work is required. However, an interest in museums is ideal.

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, 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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Students selected for a YCW position will be required to complete the following online forms and reports over the duration of their summer job:

- Create a profile on Young Canada Works website
- Complete the Candidate Eligibility Form (initiated by the employer) – To confirm student eligibility to participate. This must be completed before a student is hired by their employer. Final approval is required from YCW.
- Complete a Staffing Report (initiated by the employer) – To ensure that the details of the job are accurate. This information must be confirmed during the first week of work.
- Complete the End of Work Term Report – To ensure the student's job has successfully ended. This must be completed on the student's last day of work.

- Answer the Evaluation Questionnaire – To provide feedback regarding the program. This must be completed at the end of the student's employment.