



The Mahone Bay Museum is a small community museum seeking an Education Programs Administrator for a temporary, full-time, approximately 8 week Canada Summer Jobs contract from the end of May to August at \$12.55 an hour.

**Who can apply:**

Canada Summer Jobs requires that anyone hired for this position:

- 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; and,
- 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

\*The youth must be 15 years of age at the beginning of the employment period. The youth may be more than 30 years of age at the end of the employment period as long as the youth was 30 at the beginning of the employment period.

**Youth who self-identify as new immigrant/refugee, Indigenous, having a disability, being from a rural area, remote community, or an official Language Minority Community, youth who have not completed high school, part of a visible minorities group/racialized youth, LGBTQ2 youth, 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.**

### **The Education Programs Administrator tasks would include:**

- Become familiar with the Museum's Interpretive plan, our exhibits, our existing school programming, and information regarding Mahone Bay's history, including the history of the Mi'kmaq in the area
- 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.
- Review our current on-site and off-site school programs and suggest and implement additions and improvements
- 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 evaluate them
- Suggest improvements to existing school programs, removing existing programs, and developing new programs based on the evaluation of the School programs
- Greet Museum visitors in a friendly and respectful manner
- Record detailed and accurate visitor statistics using our online sheet
- 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
- Handle cash and complete sales in our gift shop as needed
- Aid with other visitor services related tasks as they arise

### **Ideal candidates for the Education Programs Administrator position will:**

- Meet the Canada Summer Jobs requirements (listed above)
- Have experience in customer service
- Have experience conducting research
- Have knowledge of Nova Scotia in general and Lunenburg County in particular will be an asset
- 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 (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 Canada Summer Jobs 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](mailto: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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