



The Mahone Bay Museum is a small community museum seeking a Local Heritage Researcher for a temporary, full-time, approximately 14 week Canada Summer Jobs contract from the end of May to August at \$12.55 an hour.

The Local Heritage Researcher will work with computers in our research room, with our various databases for our reference files and reference library. They will also learn how to scan and make copies of information that visitors request. They will use our computers to complete research using various online resources and learn how to access information and will also use computers to communicate the information they find to the visitor/researcher who requested the information.

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 Local Heritage Researcher will:

- Become familiar with 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.
- Become familiar with our on-site research resources and other research resources we use online
- Greet Museum visitors in a friendly and respectful manner
- Assist 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 on-site research using our genealogy files, local house files, and our boats built in Mahone Bay database
- Make copies 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
- 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
- Organize research books in our reference library as needed
- Work with our off-site Volunteer Researchers who have knowledge and expertise on various subjects
- 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

Ideal candidates for the Local Heritage Researcher 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 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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