



The Mahone Bay Museum is a small community museum seeking a Mi'kmaq Exhibit Research and Designer for a temporary, full-time, approximately 14 week Young Canada Works contract from mid-May to mid-August at \$12.55 an hour.

Under the supervision of the Manager and Curator, the Mi'kmaq Exhibit Researcher and Designer will review research compiled by previous staff members, conduct additional research as required, become familiar with exhibit text guidelines, write the draft of the exhibit text, and plan the layout design of the exhibit based on the space available. The position will also work closely with a Mi'kmaq exhibit committee comprised of Mi'kmaq people and Mi'kmaq history experts to receive their input and feedback during each step of the development of the exhibit.

**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 Mi'kmaq Exhibit Research and Designer will:**

- Become familiar with the current Museum's Exhibition and Interpretation policy
- 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 the existing text drafts and research previously compiled
- Conduct additional research regarding the Mi'kmaq history of the area as needed
- Work with our existing committee of Mi'kmaq and Mi'kmaq history experts throughout the planning, writing, and designing of the exhibit
- Review information about a museum's general audience
- Edit existing text drafts and draft additional text for the local Mi'kmaq history exhibit with our target audience in mind
- Become familiar with elements of exhibit design
- Design the exhibit for the limited space available
- Learn how to request and receive loans of artifacts and permission to use photographs as needed for an exhibit
- Work as a team with the other staff members 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 exhibit related tasks as needed

### **Ideal candidates for the Mi'kmaq Exhibit Research and Designer position will:**

- Meet the Young Canada Works requirements (listed above)
- Have been registered as a full-time student in the semester preceding the YCW job
- Be returning to full-time studies in the semester immediately following this YCW summer job in the fall of 2020 with a field of study or a particular interest in history, anthropology, or other museum related topics.
- Have an interest in exploring possible careers heritage fields
- Have above average computer skills and interest in or experience with graphic design
- Have strong research skills and good communication skills
- Be friendly, respectful, and engaging when approaching and talking to visitors including families with young children
- Have knowledge or be willing to learn about the history of Mi'kmaq history in Mahone Bay, Lunenburg County, and Nova Scotia
- 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 exhibit design or museum work is required. However, a demonstrated interest in Mi'kmaq heritage and culture is considered an asset.

**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](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/>

For more information about the Mahone Bay Museum, please visit:  
<http://mahonebaymuseum.com/>

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.