



The Mahone Bay Museum is a small community museum seeking a Museum Registrar for a temporary, full-time, approximately 8 week Young Canada Works contract from May to July at \$12.55 an hour.

Under the supervision of the Manager and Curator, the Museum Registrar will update missing information in our collections management database and files and maintain the organizations of our collections management files.

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 Museum Registrar will:

- Become familiar with the collections management database
- Review the collections management policy and procedures standards set by our provincial Museum Evaluation Program administered by the Association of Nova Scotia Museums
- 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.
- Organize collections management paperwork as needed
- Review our existing audit to see which pieces of information that are currently missing from our database and files
- Retrieve and return files from our collections management filing cabinet
- Add missing information to our database and files
- Update the audit form to show what information they have added to our database and files
- Work as a team to complete the museum opening and closing procedures
- Aid the Manager/Curator with other related tasks as they arise

Ideal candidates for the Museum Registrar 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 (*as defined by their educational institution)
- 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
- Be detail oriented to ensure correct information is input into the database, files, and audit report
- Be friendly and respectful to other staff members
- 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 collection management is required. However, collections management experience and/or experience working with a database is 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 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.