



MAHONE BAY FOUNDERS SOCIETY

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The Mahone Bay Museum is a community museum with a lengthy tradition of celebrating and sharing our local history. Through exhibits that illustrate the traditional occupation of the land by the Mi'kmaq, the arrival of Europeans, and the specific history of the settler families whose experiences heavily shaped the culture and history of this place since their arrival in the 1750s, the Museum offers visitors insight into the human history of the South Shore. The economic and commercial history of Lunenburg County has been defined by shipbuilding, whether those ships were built for fishing, shipping, or rum-running. The Museum's collections document that rich history and makes up one of our most significant assets.

The Board of the Mahone Bay Founders' Society, responsible for overseeing the Museum, seeks an energetic and progressive candidate for the position of Manager/Curator. This position reports to the Board and is seasonal - typically from April to October - with the Museum open from June 1 until mid-October. During this time, employment is 35 hours/week and is devoted primarily to engagement with Museum visitors and community programming. Subject to securing grant funding, employment may be extended through the winter months, for further grant writing, archival work, and administration.

Compensation: \$25.05/hour

Required Skills, Qualifications, and Experience:

Degree or equivalent related work experience in Museum Studies and/or History including work with volunteers, grant writing, budgeting, creating exhibits and programming. Must possess computer and social media skills consistent with museum management and promotion. Knowledge of CMAP and the museum evaluation program TRACK is an asset. Must have demonstrated proficiency in dealing with the public, be detail-oriented, possess a valid driver's license and vehicle, have up-to-date First Aid training, and a recent acceptable police check.

Summary of Duties and Responsibilities:

- Create, promote, and manage community events and activities that showcase the history of Mahone Bay and the Museum as the key resource in preserving that heritage. Maintain established partnerships and develop new collaborations. Work with the Board and volunteers to organize and promote the annual Home and Garden Tour and other promotional events. Develop diverse and vibrant children's programming.
- Manage and care for the collections/artifacts/archives as per Museum standards. Ensure the Museum follows the CMA Code of Ethics for Museums Records Management (including Board records). Manage and design exhibits, coordinate conservation and restoration work, facilitate public access pursuant to the Collections Policy, negotiate the loan of artifacts, handle research inquiries, and liaise and network with other museums and associations.

- Write, submit, and administer grants for Summer staff positions. Work with the Human Resources Committee to evaluate candidates and make hiring decisions. Supervise Summer employees. Maintain current knowledge of Museum HR policies and practices and demonstrate commitment to diversity.
- Research, develop, and secure funding grants, work with the Fundraising Committee to develop and implement donations/ sponsorship campaigns and special events, manage the retail shop, and prepare and manage budgets.
- Complete and manage marketing, advertising, and communications on behalf of the Museum (including website, social media, and internal/ external publications) and function as chief Museum spokesperson to the press and community.
- Oversee the care and maintenance of the buildings and grounds, including the security system and building access after hours. Ensure all appropriate safety policies and procedures are consistently followed by staff, volunteers, and the public.
- Attend the Annual General Meeting and prepare reports as needed for various committees. Attend Board meetings as required and participate or lead selected Museum Committees. Work with the Board to apply and report to the Community Museum Assistance Program (CMAP) and meet CMAP and TRACK (Museum Evaluation Program) requirements and evaluations.
- Carry out other duties as assigned by the Board.

This is the first recruitment for the end-of-season contract to include orientation to the museum operations and writing applications for summer employment grants for 2025.

Applicants are requested to send electronically a current resume and cover letter with references no later than Saturday August 10th to mahonebaymuseumjobs@gmail.com

The Mahone Bay Museum is an equal opportunity employer that aims to have a diverse staff.

We thank all for their interest, however, only those selected for an interview will be contacted.