

Position: Assistant Manager

Location: Mahone Bay Museum, Nova Scotia

Contract Duration: 12 weeks Hours: Full-time (30 hours per week)

Hourly Wage: \$15.75

Length: 2025/06/02 - 2025/08/25

The Mahone Bay Museum is hoping to hire an Assistant Manager to help the Museum's one full-time, permanent employee, the Manager and Curator, with various types of administration and management tasks, such as visitor services, events, gift shop, marketing, and programs, to help the museum run more smoothly.

Key Responsibilities:

- Manage the museum's online and on-site operations.
- Answer emails and voicemails.
- Complete gift shop sales and manage our stock.
- Review and ensure existing online and on-site services and programs run smoothly
- Plan and implement new programs and services, etc.
- Promote the museum through newsletters, social media posts, posters and website updates.
- Contribute to visitors having a pleasant visit.
- Manage a budget.
- Work with other staff to complete the museum opening and closing procedures.
- Complete with other management related tasks as they arise.

Qualifications:

- Full-time student in an accredited post-secondary institution or a graduating grade 12 student who is enrolled full-time in a university or college program in the coming fall term.
- Permanent resident of Nova Scotia or have lived here for at least 6 months prior to this work term.
- Strong organizational and computer skills.
- Interest in learning about managing a business or non-profit or art/heritage organization is an asset.
- Be respectful and willing to work closely with a team.
- 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 and be willing to complete a police check if required.

No previous experience required. However, a demonstrated interest in history and culture is considered an asset. Students whose area of study relates to museum work or non-profit/business management will be considered a priority, which can include a co-op placement.

Diversity and Inclusion: The Mahone Bay Museum is committed to fostering a diverse and inclusive workplace. We strongly encourage youth from diverse backgrounds to apply, including individuals who self-identify as disabled, LGBTQIA2S+, Aboriginal, visible minorities, or new Canadians. The Mahone Bay Museum is an equal opportunity employer and aims to ensure that at least 50% of its staff self-identify as members of these equity groups.

How to Apply: Interested applicants should send a resume and cover letter to Grace Armstrong, Manager and Curator, via email at mahonebaymuseumjobs@gmail.com. Interviews will begin in April 2025 and will continue until a suitable candidate is found.

Job Types: Full-time, Fixed term contract, Seasonal

Contract length: 3 months

Pay: \$15.75 per hour

Work Location: In person

Expected start date: 2025-06-02