

**Position:** Collections Assistant  
**Location:** Mahone Bay Museum  
**Contract Duration:** 12 weeks  
**Hours:** Full-time (30 hours per week)  
**Length:** 2025/06/02 - 2025/08/25

The Mahone Bay Museum is currently recruiting a Collections Assistant for a temporary, full-time contract position (30 hours per week). The ideal candidate will have an interest in history, collections management, and community engagement. No previous museum experience is required, though an interest in museum work or archival studies is an asset.

**The Collections Assistant will:**

- Safely store and catalog unprocessed artifacts in new shelving units, ensuring accurate location data is entered into the Collections Management System.
- Organize and improve the collections storage space, creating clear pathways and making room for new acquisitions. This includes labeling unprocessed artifacts, loans, and deaccessioned objects in accordance with collections management policies and procedures.
- Write and publish engaging social media posts about artifacts to share across the museum's X, Instagram, and Facebook pages.
- Assist in identifying and assessing new donations, working closely with the Accessions Committee.
- Produce weekly reports on progress and social media engagement.
- Monitor relative humidity and temperature in the collections storage areas and help identify risks to the collection.
- Greet and inform visitors about Mahone Bay history, while also helping with gift shop sales and assisting at the front desk.
- Assist the Manager/Curator with other museum-related tasks as they arise.

**Qualifications:**

- Must meet the Young Canada Works requirements (Canadian citizen/permanent resident/refugee, legally entitled to work in Canada, between 16 and 30 years of age, registered in YCW online candidate inventory, committed to the full duration of the work assignment).
- Must have been a full-time student in the semester prior to the YCW job and returning to full-time studies in the following semester, ideally in a field related to history, education, or cultural heritage.
- Strong research, writing, and communication skills.
- Ability to work independently and as part of a team.
- Familiarity with social media platforms (X, Instagram, Facebook) and experience in creating engaging content is an asset.
- Organizational skills and attention to detail.
- Ability to handle artifacts and archival materials with care.
- Valid driver's license or reliable access to transportation (as there is no public transit in Mahone Bay).
- Up-to-date first aid training is preferred or willingness to attend training if required.

Youth who self-identify as disabled, LGBTQIA2S+, Aboriginal, visible minorities, or new Canadians are strongly encouraged to apply. The Mahone Bay Museum is an equal opportunity employer and aims to have at least 50% of its staff self-identify as one of these equity groups.

**How to Apply:** Interested applicants should send a resume and cover letter to Grace Armstrong, Manager and Curator, via e-mail at mahonebaymuseumjobs@gmail.com. Please

apply as soon as possible; interviews will begin in April 2025 and continue until a suitable candidate is found.

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

Contract length: 3 months

Pay: \$15.75 per hour

Expected hours: 30 per week

Work Location: In person

Expected start date: 2025-06-02