

**Position:** Assistant Museum Curator  
**Location:** Mahone Bay Museum  
**Contract Duration:** 9 weeks  
**Hours:** Full-time (30 hours per week)  
**Length:** 2025/06/30 - 2025/08/30

The Mahone Bay Museum is currently recruiting a Assistant Museum Curator for a temporary, full-time contract position (30 hours per week). The ideal candidate will have an interest in history, collections management and exhibit development.

**Key Responsibilities:**

- Become familiar with current exhibition policy, our digital collections database, and the steps to accessioning artifacts.
- Communicate, and work with our Accessions Committee through considering and processing new incoming donations.
- Review the current exhibits and communicate suggested improvements.
- Work with our archival collection and help to digitize materials.
- Complete condition assessment of artifacts and record conditions on condition reports in a clear manner.
- Work as a team to complete the museum opening and closing procedures.
- Greet and inform visitors/clients 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 collections related tasks as they arise.

**Qualifications:**

- Must meet the Canada Summer Job requirements (Canadian citizen/permanent resident/refugee, legally entitled to work in Canada, be aged between 15 and 30 years old on the start date of the job, committed to the full duration of the work assignment).
- 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](mailto: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: 2 months

Pay: \$15.75 per hour

Expected hours: 30 per week

Work Location: In person

Expected start date: 2025-06-30