

Position Title: Assistant Manager

Start date: 2026-06-02

End date: 2026-08-25

Job description.

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.
- Supervise of other summer staff members as needed
- 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
- 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.

Youth who self-identify as disabled, LGBTQIA2S+, Indigenous, 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 2026 and continue until a suitable candidate is found.