

Position Title: Assistant Museum Curator (CSJ)

Start date: 2026-06-02

End date: 2026-08-02

Duration: 8 weeks

Key Responsibilities

- Become familiar with current interpretation plan, Collections Management policy, our digital collections database and the steps to accessioning artifacts under the supervision of the Manager/Curator
- Help to develop new exhibits that are aligned with the museum's interpretive plan to foster an appreciation for Mahone Bay's unique coastal landscape, local natural history, and weather
- Support the installation of displays and exhibits through measuring, cutting, and hanging materials, applying environmentally responsible practices where possible
- Communicate, and work with our Accessions Committee through considering and processing new incoming donations with the help of the Manager and Curator using online forms for committee members to vote
- Review existing exhibits and propose improvements, working collaboratively with the Curator to design creative solutions that enhance visitor engagement
- Work with our archival collection and communicate with researchers as needed
- Complete condition assessments of artifacts and record findings clearly in condition reports, identifying preservation needs and recommending solutions
- 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

- Be between 15 and 30 years of age (inclusive) at the start of employment
- Be Canadian citizens, permanent residents, or persons to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act*
- Have a valid Social Insurance Number at the start of employment and be legally entitled to work according to the relevant provincial or territorial legislation and regulations.
- 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