

# Exhibits Technician (Summer Position) 2019

## Cole Harbour Heritage Farm Museum, Cole Harbour, Nova Scotia

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### The Museum

The Cole Harbour Heritage Farm Museum is an original Cole Harbour farm, cultivated continuously for over 200 years. It has operated as a community museum since 1978 and is owned and operated by the Cole Harbour Rural Heritage Society (CHRHS). The museum site is a rural oasis tucked into the middle of a now bustling urban centre. The main museum site consists of 12 buildings. Of those, two are historic houses, six are historic barns and outbuildings and the remainder are museum support structures. This "open air" museum also includes gardens, pastureland, pathways and a small wetland and natural reserve. In addition to the heritage buildings, the museum collection consists of approximately 3000 artifacts representing the evolution of agriculture in the area, along with the implements and personal items of the peoples who made Cole Harbour home. A small representation of traditional farm animals is kept on site along with heritage gardens and native species of trees and shrubs, creating our living collection. The site contains a busy tearoom and gift shop within the original farmhouse, a working blacksmith shop and is a cultural and social hub for the community of Cole Harbour. The Museum operates on a free will donation basis, welcoming over 20,000 visitors per year.

### The Position

The Exhibits Technician will work with the Collections Manager and volunteers in the creation of a new exhibit, as well as assist in the ongoing care of existing exhibits. For the successful candidate, this opportunity will allow them to experience the development and installation of an exhibit in a community museum, including planning and preparation, interpreting and displaying artefacts, and creating information panels. Reporting to the Director and working closely with the Collections Manager and Interpretation Committee, the duties of the Exhibits Technician will include:

- Perform an exhibits assessment of all buildings and exhibit areas to ensure readiness for the 2018 visitor season, i.e. polishing glass, dusting, sweeping, vacuuming and general refreshing as required. Beyond its maintenance function, this task is included to familiarize the Exhibits Technician with all of the Farm exhibits;
- Assist in daily opening and closing procedures, building security checks and exhibit maintenance;
- Learn to recognize and identify key elements of creating exhibits within heritage buildings; protection and enhancement of character defining elements and features, compatibility of design, signage, hardware;
- Assist in planning of new exhibit space including selection of artifacts, design and creation of panels, exhibit layout and security and access considerations;
- Assist with elements of exhibit construction; preparing staging where required, mounts for display items, panel attachments and security features;
- Participate in daily museum activities and programs, special events and visitor engagement

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Desired qualifications/skills include:

- enrolled as a full-time student in a museum, arts and culture or history degree or certificate program, and returning to studies in September 2019;
- experience in a community museum or demonstrated interest in community museums and heritage;
- excellent customer service and interpersonal skills – the incumbent will frequently be working in public areas and be asked questions by visitors;
- excellent written communications skills;
- demonstrated ability to work as part of a team;
- experience within a cultural institution considered an asset;
- experience in handling/caring for museum artifacts considered an asset;
- experience in the elements of design, graphics, multi-media considered an asset;
- experience working with hand tools, basic construction considered an asset

The Cole Harbour Rural Heritage Society is an equal opportunity employer. Anyone meeting the skill requirements is invited to apply. Chosen candidate must be under 30 and registered on the official site for Young Canada Works. Rate of pay is \$12.50/hour for a 35 hour work week. This is a summer term position for up to **14 weeks**. Applications will be accepted until **April 30, 2019** and should be addressed to **Janice Kirkbright, Executive Director, Cole Harbour Heritage Farm Museum, 471 Poplar Drive, Dartmouth, Nova Scotia, B2W 4L2** or emailed to [director@coleharbourfarmmuseum.ca](mailto:director@coleharbourfarmmuseum.ca). The interview will be conducted by a panel of a minimum 2 persons consisting of Executive Director, Collections Manager and/or Board Representative.

This is a term position subject to funding from Young Canada Works.

