

Museum Programming Coordinator (Summer Position) 2020

Cole Harbour Heritage Farm Museum, Cole Harbour, Nova Scotia

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 Museum Programming Coordinator provides a first point of contact for visitors, assisting them in getting the most from their time at the site and creating a welcoming and enjoyable visitor experience.

Reporting to the Museum Director, duties of the Museum Programming Coordinator shall include:

- Greet and welcome museum visitors in the museum reception area, main yard and/or Historic Giles House;
- Assist museum senior staff with COVID-19 social distancing requirements;
- Promote the museum's resources and inform visitors of exhibits and programs, and places of special interest;
- Conduct guided tours for visiting schools, summer camps, senior groups, and more;
- Assist with festival & event planning and preparation;
- Support museum interpretation activities;
- Assist with collections care and management;
- Record daily museum attendance;
- Support museum gift shop during peak periods;
- Refer visitors to senior staff where necessary, or pass on requests for information;
- Other museum duties as required;
- Contribute to the overall success of the summer season

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Desired qualifications/skills include:

- Enrolled in/graduate of a museum studies or tourism, history, social sciences, agriculture or other relevant area of study;
- A genuine interest in museums and cultural history;
- Excellent customer service and oral communication skills; this role will be essential in assisting the museum with COVID-19 requirements;
- Ability to work well with others – tasks are generally collaborative efforts though there is plenty of possibility for individual ideas;
- Planning and organizational skills to assist with festivals, events and programs;
- Supervisory skills and working with young people – one of our primary audiences;
- Desire for continuous learning – each day brings new questions and challenges;
- Experience in leading tours considered an asset;
- Experience leading camps considered an asset;
- Child abuse registry check;
- Police criminal record check

The Cole Harbour Rural Heritage Society is an equal opportunity employer. Anyone meeting the skill requirements is invited to apply. Chosen candidate must be between 15 and 30 years of age at the start of employment. Rate of pay is \$12.55/hour for a 35 hour work week. Applications will be accepted until **the position is filled**, 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. 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 term position subject to funding from Canada Summer Jobs.

