

Collections Assistant (Summer Position) 2021

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 4000 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 Collections Assistant will work with the Collections Manager on the reorganization and inventory of the museum's storage spaces, an ongoing project started two years ago. The chosen candidate will gain experience with the planning and implementation stages of museum collection inventory and storage reorganization, as well as hands-on experience with artifact handling and collections care. They will also work with the museum's Collections Database, NovaMuse, and thus gain experience with museum information systems. Additionally, the museum is set to be evaluated in July 2021 by the Association of Nova Scotia Museums (ANSM), with the reorganization and inventory projects being major aspects of our preparation for this evaluation cycle.

Reporting to the Museum Director and working closely with the Collections Manager, and in accordance with the Collection Management Policy of the Museum, the duties of the Collections Assistant will include:

- Learn the workings of and become proficient with our collections database, NovaMuse
- Review procedure and policy documents in relation to storage reorganization, including CCI and ICCROM's *Re-Org: A Method to Reorganize Museum Storage* workbook
- Review the inventory procedure used for the Harris House Basement
- Participate in the strategic selection of which storage area to prioritize next
- Participate in the development and implementation of a plan to inventory and reorganize a collections storage area
- Assess storage areas and furniture, and analyze collection within the storage area
- Clean and organize the storage area in preparation for relocation of artefacts
- Organize and relocate artifacts, and keep track of them in the collections database
- Perform an inventory of artifacts in the storage area, following an already created procedure
- Participate in daily museum activities and programs, special events and visitor engagement
- Assist in daily opening and closing procedures and building security checks

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Desired qualifications/skills include:

- enrolled as a full-time student in a history, museum, archival, library or information technology studies or technician degree or certificate program, and returning to studies in September 2021
- experience in a community museum or demonstrated interest in community museums and heritage
- excellent organizational skills
- experience using a collections database
- excellent customer service and interpersonal skills – the incumbent will frequently be working in display areas and be asked questions by visitors
- demonstrated ability to work with others
- some knowledge of collections management issues and practices
- experience within a cultural institution considered an asset

The Cole Harbour Rural Heritage Society is committed to developing a work force that is reflective of the diverse communities it serves, and welcomes applications from all eligible African Nova Scotians, racially visible persons, women (applying for non-traditional positions), persons with disabilities, Aboriginal persons and persons of the LGBTQ+ community. Anyone meeting the skill requirements is invited to apply. The chosen candidate must be under 30 and registered on the official site for Young Canada Works. Rate of pay is \$13.50/hour for a 35 hour work week. This is a summer term position lasting approximately **12 - 16 weeks**. Applications will be accepted until **April 20th, 2021** 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**. All resumes will be reviewed, however, only those selected for interview will be contacted. The interview will be conducted by a panel of a minimum 2 persons consisting of the Executive Director, Collections Manager and/or Board Representative.

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