

Cultural Interpretation Coordinator (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 Cultural Interpretation Coordinator will create new, outdoor interpretive experiences for museum visitors, guided by the rich cultural opportunities that exist in our own backyard. Specifically, the objective of the CIC will be to support the creation of self-directed visitor materials. The chosen candidate will gain experience with the process of planning, designing, producing, and delivering interpretive materials, including a site map, interpretive panels, and walking tours. We are seeking a mature student with an appreciation for natural history and heritage, as well as strong leadership, organizational, communication skills.

Reporting to the Museum Director and working closely with the Collections Manager, and in accordance with the Interpretation Policy of the Museum, the duties of the Cultural Interpretation Coordinator will include:

- Become familiar with the history of Cole Harbour, and of Nova Scotian agriculture;
- Become familiar with and evaluate the core themes and attributes of the Cole Harbour Farm Museum;
- Assist in the development of a museum site map, to be produced by a third-party graphic designer/illustrator;
- Create interpretive panels, including research, graphics selections, and writing of interpretive text;
- Continuation of the development of a historical walking tour of the museum site;
- Use social media and the museum's website to create a promotional campaign for these new interpretive materials and activities;
- Deliver new interpretive materials and receive feedback from visitors;
- Evaluate new interpretive materials according to visitor feedback, and make appropriate adjustments;
- Participate in daily museum activities and programs, special events and visitor engagement;

Cultural Interpretation Coordinator (Summer Position) 2021

Cole Harbour Heritage Farm Museum, Cole Harbour, Nova Scotia

- Participate in daily museum chores when required, including animal care, garden and grounds maintenance, building and exhibit cleaning, etc.;
- Assist in daily opening and closing procedures and building security checks

Desired qualifications/skills include:

- enrolled as a full-time student in a museum, arts and culture, tourism, natural history, or history 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 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 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 \$15/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.

