

Digitization Technician (Internship) 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 Digitization Technician will work with the Collections Manager and Executive Director to photograph artifacts for inclusion in NovaMuse. Using current digitization practices, they will ensure high quality digital media is uploaded, as well as ensure the safety of the artifacts themselves while handling them. They will be expected to ensure all information in regards to the artifacts they are photographing is correct, and will clean and create a condition report for each one, reporting any issues found to the Collections Manager. In doing this, the incumbent will gain experience in the care and handling of physical collections; in digitization procedures and practices; in the use of a collections database; and in preservation and conservation practices. They will also gain valuable experience in project planning; working independently to meet project goals; and creating and following a workflow; all of which are skills that will carry over into the chosen candidate's future career goals, regardless of what they are.

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 Digitization Technician will include:

- Create and implement a plan for the digitization of artifacts in storage at the museum, as well as artifacts on display or in visible storage.
- Learn digitization best practices and procedures.
- Learn the correct care and handling of artifacts.
- Learn the workings of and become familiar with the museum's collections database, NovaMuse.
- Photograph artifacts, taking into account conservation and preservation considerations, as well as digitization best practices.

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- Perform basic cleaning and re-application of accession numbers (when required) on artifacts photographed.
- Create a condition report for each artifact photographed.
- Upload photographs of artifacts and enter information into NovaMuse.
- Participate in daily museum activities and programs, special events and visitor engagement.
- Assist in daily opening and closing procedures and building security checks during the open season.
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Desired qualifications/skills include:

- Graduate of a history, museum, archival, library or information technology studies or technician degree or certificate program
- Experience in community museums, or demonstrated interest in community museums and heritage
- Knowledge of collections management issues and practices
- Experience using a collections database
- Excellent organizational skills
- 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
- Experience in artifact digitization an asset
- Experience with photography considered an asset
- Experience within a cultural institution considered an asset

The Cole Harbour Rural Heritage Society is committed to developing a workforce 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 \$15.50/hour for a 35 hour work week. The position begins in September and ends in March. Applications will be accepted until September 1st, 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 an 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.

