

Collections Assistant (Summer Position) 2022

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, and 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, as well as 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 closely with the Collections Manager to complete a reorganization and inventory of a storage space in the Giles House, a 235-year-old farmhouse on the museum property. Upon completion of this reorganization, they will begin work on identified non-accessioned items. The chosen candidate will work with the Collections Manager to create a plan for accessioning these items, and will identify a workflow to ensure both a smooth process.

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

- Learn the workings of and become proficient with the museum's 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 previous work that has been done on the reorganization of the Giles House upstairs storage room;
- Review the inventory procedure used previously at the Farm Museum;
- Clean and organize the storage area in preparation for relocation of artifacts;
- Organize and relocate artifacts, and keep track of them in the collections database;
- Perform an inventory of artifacts in the storage area, following a pre-established procedure;
- Identify non-accessioned artifacts as part of inventory;

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- Create plan and workflow for accessioning non-accessioned artifacts identified during inventory;
- Participate in daily museum activities and programs, special events and visitor engagement;
- Assist in daily opening and closing procedures and building security checks;
- Contribute to the success of the summer season.

Desired qualifications/skills include:

- enrolled as a full-time student in a museum studies, archival, history, 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 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, Indigenous persons and persons of the LGBTQ+ community. Anyone meeting the skill requirements is invited to apply. The chosen candidate must be between the ages of 15 and 30 (inclusive), and registered on the official site for Young Canada Works. Rate of pay is \$13.75/hour for a 35 hour work week. Applications should consist of a cover letter and resume, and should be submitted as PDF documents. They will be accepted until **April 20th, 2022** and should be addressed to **Heather Adams, Collections Manager, Cole Harbour Heritage Farm Museum, 471 Poplar Drive, Dartmouth, Nova Scotia, B2W 4L2 or emailed to hello@coleharbourfarmmuseum.ca**. 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.

