

Groundsperson (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 Groundsperson maintains and enhances the grounds, gardens and public areas of the Museum; an integral part of the Heritage Farm's interpretive value and a much enjoyed community green space.

Reporting to the Museum Director, duties of the Groundsperson shall include:

- Ensure that museum grounds are kept safe, free of debris, and attractive;
- Maintain museum recreation/games areas;
- Mow lawns, trim shrubs, and prune trees as required;
- Assist with the ongoing development of the farm walk and interpretive trail;
- Weed and maintain pathways, small scale landscaping as required;
- Maintain/paint/repair public picnic tables and benches, fences, and signage;
- Empty exterior refuse and recycling bins;
- Empty exterior donation receptacles, restock exterior leaflets/museum literature;
- Prepare main courtyard for scheduled festivals and events, including canopy set up, seating arrangements, and bandstand assembly;
- Assist museum gardeners in aspects of garden maintenance;
- Other site maintenance as required;
- Be friendly and welcoming to museum visitors, and assist with queries where possible;
- Contribute to the overall success of the summer season.

Desired qualifications/skills include:

- Enrolled in/graduate of an agricultural, horticultural, landscaping or recreation studies program;

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- Demonstrates a genuine interest in recreation, gardens and/or agriculture;
- Excellent customer service and oral communication skills;
- 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 prioritize tasks, such as balancing maintenance with visitor services;
- Observational skills to be aware of surroundings and site specific considerations;
- Desire for continuous learning – each day brings new questions and challenges;
- Knowledge of gardening, landscaping, horticulture considered a definite asset;
- Handy skills and manual equipment use 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 Canada Summer Jobs and skill requirements is invited to apply. Chosen candidate must be between the ages of 15 and 30 (inclusive). Rate of pay is \$13.35/hour for a 30 hour work week. This is a summer term position lasting approximately **8 - 10 weeks**. Applications should consist of a cover letter and resume, and should be submitted as PDF documents. They will be accepted until **April 20, 2022**, 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 hello@coleharbourfarmmuseum.ca. The interview will be conducted by a panel of a minimum 2 persons consisting of Executive Director, Collections Manager, Environment and Programming Manager and/or Board Representative.

This is a term position subject to funding from Canada Summer Jobs.