

# Interpretation Technician (Summer Position) 2022

## Cole Harbour Heritage Farm Museum, Cole Harbour, Nova Scotia

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### 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 goal of the Interpretation Technician will be to assist the museum to bring about interpretive updates and augment and enhance interpretation through thoughtful use of artifacts and images from the museum collection. Guided by the museum's Interpretive Plan, the chosen candidate will create and implement a plan to refresh exhibit spaces. They will work closely with the Collections Manager to identify areas of need; interpretive signage that needs recreating; areas in the museum that are under-interpreted, and parts of Cole Harbour's history that are under-represented. This will be done primarily through rotation and careful selection of artifacts, updating of existing interpretive signage, and creation of new signage.

Reporting to the Director and working closely with the Collections Manager and Interpretation Committee, the duties of the Interpretation Technician will include:

- Perform an exhibits assessment of all buildings and exhibit areas to ensure readiness for the 2022 visitor season, i.e. polishing glass, dusting, sweeping, vacuuming and general refreshing as required;
- Beyond its maintenance function, this task is included to familiarize the Interpretation Technician with all of the Farm exhibits;
- Learn to recognize and identify key elements of designing and placing interpretive panels;
- Assist in the choosing of artifacts to refresh exhibits, taking care to account for preservation and conservation needs;

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- Assist in refreshing museum exhibits, including basic exhibit construction: preparing staging where required, mounts for display items, panel attachments, and security features;
- Create new interpretative panels, including research, graphics selections, and writing of interpretive text;
- Update old interpretive panels, including updated research, graphics selection, and writing of interpretive text;
- Assist in daily opening and closing procedures, building security checks and exhibit maintenance;
- Participate in daily museum activities and programs, special events and visitor engagement;
- Contribute to the success of the summer season.

Desired qualifications/skills include:

- enrolled as a full-time student in a museum, archival, history, library and information technology studies degree or certificate program, and returning to studies in September 2022;
- 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 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. 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. This is a 12-week term position funded by Young Canada Works. Applications should consist of a cover letter and resume, and should be submitted as PDF documents. They will be accepted until the position is filled 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](mailto: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.

