

Museum Programming Coordinator (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 Museum Programming Coordinator supports all aspects of the museum's daily programming and takes a leadership role in the development and delivery of core programs including Farm Camp, a summer camp program for children ages 6 to 10. The Museum Programming Coordinator is based in the farmyard and/or historic Gilles House and provides a first point of contact for visitors, assisting with orientation, answering questions and creating a welcoming and fulfilling visitor experience.

Reporting to the Museum Director, duties of the Museum Programming Coordinator shall include:

- Conduct daily safe opening and closing procedures and complete checks of all visitor areas;
- Set up programming stations and/or materials such as the play area, farm walk signage, wool and fibre studio; monitor as required;
- Assist with guided tours for visiting schools, day camps, senior groups, and more;
- Assist with the planning and delivery of three summer Farm Camps, including the development of activities, games, and resources for Farm Camp;
- Promote the museum's resources, informing visitors of exhibits and programs, places of special interest;
- Assist with festival & event planning and preparation, including Fibre Frolic and Music in the Farmyard;
- Support collections care and management when needed;
- Refer visitors to senior/collections staff where necessary, or pass on requests for information;
- Other museum duties as required.

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- Contribute to the overall success of the summer season.

Desired qualifications/skills include:

- Enrolled in/graduate of a museum studies or tourism, history, social sciences, agriculture or other relevant area of study;
- A genuine interest in museums and cultural history;
- Excellent customer service and oral communication skills;
- Ability to work well with others – tasks are generally collaborative though there is plenty of possibility for individual ideas;
- Planning and organizational skills to assist with festivals, events and programs;
- Supervisory skills and working with young people – one of our primary audiences;
- Desire for continuous learning – each day brings new questions and challenges;
- Experience in leading tours considered an asset;
- Experience leading camps considered an asset;
- Child abuse registry check;
- Police criminal record check.

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 \$13.50/hour for a 35 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 the position is filled, 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.