

Archival Assistant (Term 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

Working with the Collections Manager, the Archival Assistant will create a comprehensive descriptive record for the Rosemary Eaton fonds on MemoryNS. Rosemary Eaton was a resident of Cole Harbour, Nova Scotia, from the 1960's to her death in the early 2000s. This was a time the community transformed from an agricultural area to a suburban one. As a freelance photographer, she recorded the transformation via her camera, and as a founding member of the Cole Harbour Rural Heritage Society, she collected material heritage of the area, including photographs and archival documents, and left behind copious notes, diaries, and scrapbooks regarding her time living in Cole Harbour and working with the CHRHS. She also recorded Oral History interviews with various long-time residents of Cole Harbour, capturing valuable historical information in the process. The CHRHS holds this material in our archives.

The chosen candidate will work closely with these records to create new finding aids and new series descriptions, as well as pull together various pieces of pre-existing finding aid and fonds/series descriptions. They will also have a chance to work with and process oral history recordings created by Eaton, and featuring various members of the Cole Harbour community. They will then work with MemoryNS, the archival database administered by the Council of Nova Scotia Archives, to update and expand the Eaton fonds description.

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



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- Create finding aids for the Rosemary Eaton fonds, including textual files, photograph collections, and the Oral History collection. Ensure compliance with Rules for Archival Description.
- Edit any pre-existing finding aids for the above records to ensure compliance with Rules for Archival Description.
- Create series and sub-series descriptions for Rosemary Eaton fonds.
- Re-house textual files for proper storage and preservation.
- Process oral history recordings made by Rosemary Eaton; this task will also be used to look for priority recordings.
- Create a finding aid for these recordings, ensuring compliance with the Rules for Archival Description.
- Prepare and add descriptions and finding aids to Memory NS.
- Other duties as required.

Desired qualifications/skills include:

- A degree or certificate in archival studies, history, or a related field.
- Experience in a community museum or archives, or demonstrated interest in community museums or archives and heritage;
- Excellent organizational skills;
- Experience using an archival database;
- Familiarity with the Rules for Archival Description;
- Demonstrated ability to work with others;
- Some knowledge of archival issues and practices;
- Experience with audio recordings considered an asset;
- Experience within a cultural institution is considered an asset.

Working Conditions & Physical Demands

- Repetitive tasks.
- Sitting for long periods of time and using a computer.
- Lifting boxes of records up to 50 lbs.
- Listening to recordings.
- Steep staircases and uneven ground in places.
- Work will take place on a 200-year-old farm site, which includes multiple heritage buildings, pasture land, gardens, a meadow, and a wetland. Most work will be done in the archives and public areas of the

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museum, but may include occasional feeding of small farm animals (chickens and ducks), some snow shoveling in the winter, putting out garbage, and building checks.

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. This is a five month term position. Rate of pay is \$15.50/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 **September 26th, 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.

