

Collections Assistant (Summer Position) 2023

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 continue the reorganization work of the Giles House storage spaces. The two major parts of the project will be to complete the physical reorganization of a storage space, and accessioning artifacts into the collection. The chosen candidate will work with our collections database, CollectiveAccess, to ensure collections records are correct. Their work during this project will improve the ease of access of our artifact collection.

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

Reporting to the Museum Director and working closely with 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 our 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;
- 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;
- Organize storage furniture to increase usable storage space;
- Relabel storage furniture and update database accordingly;

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- Work with the Collections Manager to evaluate objects in museum's backlog for accessioning, using the museum's collections management policy as a guide;
- Label artifacts according to the collections management policy, and fix labels on artifacts when required;
- Participate in daily museum activities and programs, special events and visitor engagement;
- Assist in daily opening and closing procedures and building security checks;
- Other duties as required;
- Contribute to the overall 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 or technician degree or certificate program, and returning to studies in September 2023;
- experience in a community museum or demonstrated interest in community museums and heritage;
- excellent organizational skills;
- excellent time management and planning skills;
- experience using a collections or other type of 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 and independently;
- some knowledge of collections management issues and practices;

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, Aboriginal persons and persons of the LGBTQ+ community. Anyone meeting the skill requirements is invited to apply. The chosen candidate must be under 30 and registered on the official site for Young Canada Works. Rate of pay is \$14.50/hour for a 35 hour work week. Applications will be accepted until April 30th, 2023 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.

