

Exhibits Technician (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 Exhibits Technician will work closely with the Collections Manager to further the work of making the museum's interpretation better and more relevant. Through editing interpretive panels, and examining and researching artifacts, they will help determine changes that need to be made to existing exhibits.

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

- Perform an exhibits assessment of all buildings and exhibit areas to ensure readiness for the 2023 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 Exhibits Technician with all of the Farm exhibits.
- Become familiar with the museum's Interpretation Plan.
- Learn to recognize and identify key elements of museum interpretation, including artifact placement and panel design.
- Edit panels that have already started, and install them in their proper place in the museum.
- Create a list of fragile, valuable, or under interpreted artifacts on display.
- Move artifacts deemed too fragile for display to storage, taking care to ensure their ongoing preservation and conservation; replace them with other artifacts or photographs, or rearrange exhibits/displays to ensure the topic is still interpreted properly.

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- Assist the Collections Manager with planning how to better interpret artifacts with little to no interpretation, whether by moving them to include them in other exhibits, or creating new interpretive text/panels.
- Provide support for the reorganization of storage spaces in the museum, especially when it comes to providing adequate storage for artifacts being removed from display.
- 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.

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 2023;
- 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;
- some experience with hand tools will be considered an asset;
- 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.

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. Chosen candidate must be under 30 and registered on the official site for Young Canada Works. Rate of pay is \$15/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.

