

# Collections Assistant (Summer Position) 2024

## 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 Collections Assistant will work closely with the Collections Manager to perform an inventory of exhibit and visible storage spaces in the museum, and reconcile the artifacts within with their entries in the collections database. They will also examine the way these items are displayed or stored, and rearrange them if necessary, paying close attention to the preservation requirements and condition of these objects.

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 reorganization and inventory of storage spaces;
- Inventory objects in museum's exhibit spaces and visible storage;
- Reconcile object locations and descriptions with the museum's collections database;
- Note condition of artifacts, and seek to remedy any issues where possible;
- Rearrange displays or visible storage that are not conducive to the preservation of the artifact, or which are not an efficient use of space;

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- 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.

Working Conditions

- Frequent physical demands;
- Working in tight spaces;
- Working outdoors in all conditions;
- Potential for cuts, scrapes, bites;
- Repetitive tasks; lifting, bending, squatting;
- Ability to lift 50lbs/25kg, push/pull 80lbs/40kg.

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. The chosen candidate must meet the eligibility requirements set out by Young Canada Works, which can be found here: <https://www.canada.ca/en/canadian-heritage/services/funding/young-canada-works/students-graduates/heritage-organizations-students.html> This is a term position lasting 14 weeks. Rate of pay is 15.50/hour for a 35



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hour work week. Applications should consist of a cover letter and resume, and be in PDF format. They will be accepted until **April 30th, 2024** 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.**