

# Cultural Interpretation Coordinator (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 Cultural Interpretation Coordinator will deliver tours and programming to the Farm's visitors. They will also work to improve interpretive materials where necessary, especially in regards to those communities that have been historically under-represented, and which do not have as much of a presence in the Farm's interpretation as they should. In addition, they will promote the use of a new outdoor classroom by school and day camp groups, and will work to incorporate it into programming where-ever possible.

Reporting to the Museum Director and working closely with the Collections Manager, and in accordance with the Interpretation Policy of the Museum, the duties of the Cultural Interpretation Coordinator will include:

- Become familiar with the history of Cole Harbour, and of Nova Scotian agriculture;
- Become familiar with and evaluate the core themes and attributes of the Cole Harbour Farm Museum;
- Review and learn museum tours and interpretive materials;
- Research Cole Harbour and agricultural history, particularly that relating to historically under-represented groups, and incorporate into tours and interpretive materials when possible;
- Coordinate tour bookings and payments via e-mail and telephone;
- Promote the use of the museum's new outdoor classroom, and incorporate it into tours and interpretive programs;
- Deliver interpretive materials and tours and receive feedback from visitors;
- Evaluate interpretive materials according to visitor feedback, and make appropriate adjustments;

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- Participate in daily museum activities and programs, special events and visitor engagement;
- Participate in daily museum chores when required, including animal care, garden and grounds maintenance, building and exhibit cleaning, etc.;
- Assist in daily opening and closing procedures and building security checks

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 2024;
- 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.

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 should be submitted as PDF documents. They will be accepted until **April 30, 2024** 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](mailto: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.**