

Farm & Facilities Hand (Summer Position) 2024

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 Farm and Facilities Hand will support the care of the Cole Harbour Heritage Farm Museum's site, including site beautification such as gardening, path maintenance, and tree care; special events preparation and support, and assistance in the planning and implementation of the Farm's food programming and interpretation.

Reporting to the museum Executive Director, the duties of the Farm & Facilities Hand will include:

- Assist with site beautification and development in accordance with 2024 project priorities and sustainability goals;
- Cut grass, trim edges, maintain pathways, amend soil, remove invasive plants, care for young orchard trees, fruit bushes and native saplings;
- Develop knowledge of the Farm's sustainable practices, including the use of rain barrels, composting, and urban bee-keeping;
- Prepare farmyard for scheduled festivals and events, including canopy set up, seating arrangements, and bandstand assembly;
- Assist with harvesting and preparation for food programming and market stand;
- Provide support to farm kitchen where necessary;
- Assist gardeners in all aspects of garden care and cultivation;
- Ensure museum grounds are safe and free of debris; maintain childrens' play area;
- Champion visitor experience and engagement; be welcoming, update visitor information, share knowledge, answer queries, and provide assistance;
- Manage site waste and compost; other small maintenance and landscaping projects as required;
- Contribute to the overall success of the summer season.

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Desired qualifications/skills include:

- Experience in gardening, nutrition, and/or growing food;
- Experience in outdoor work/grounds care;
- Experience in special event planning and implementation;
- Experience with food handling and programming
- Strong customer service and communications skills;
- Planning and organizational skills; ability to prioritize tasks and maintain attention to detail within a fast paced environment;
- Ability to work with minimal supervision;
- Ability to work well with others; tasks are generally collaborative though there is plenty of opportunity for individual ideas;
- Demonstrated interest in heritage and the role of museums in society;
- Demonstrated interest in local food, farming and food literacy;
- Knowledge of wetlands and native plants will be considered an asset;
- Food handling certification will be considered an asset;
- Observational skills; awareness of surroundings and site specific considerations;
- Desired education includes those pursuing studies/careers in environmental studies, biology, museum studies, tourism, public programming or nutrition.

Working Conditions

- Frequent physical demands;
- Working outdoors in all conditions;
- Potential for cuts, scrapes, bites;
- Repetitive tasks; digging, 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. Applicants must be eligible for the Canada Summer Jobs program (requirement can be found by scrolling to “What youth participants are eligible?”) here:

<https://www.canada.ca/en/employment-social-development/services/funding/canada-summer-jobs/screening-eligibility.html#h2.03>. Rate of pay is \$15.50/hour for a 30 - 35 hour work week. This is a summer term position lasting approximately 8 - 10 weeks. Applications should consist of a cover letter and resume, and should be submitted as PDF documents. They will be accepted until **April 30, 2024** and should be addressed to **Janice Kirkbright, Executive Director, Cole Harbour Heritage Farm Museum, 471 Poplar Drive, Dartmouth, Nova**

Farm & Facilities Hand (Summer Position) 2024
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Scotia, B2W 4L2 or emailed to hello@coleharbourfarmmuseum.ca. The interview will be conducted by a panel of a minimum 2 persons consisting of Executive Director, Collections Manager, and/or Board Representative.

This is a term position subject to funding from Canada Summer Jobs.