

Cultural Interpretation Coordinator 2025

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 Tearoom

Inspired by the beautiful Victorian verandah of the Harris House and its plentiful roses, the Rose and Kettle Tearoom has been the heart of the Farm for over 30 years. The verandah was transformed into a tearoom in 1990, and has evolved over the years with the community it serves. Orders can be placed at the cafe-style window, and both indoor and outdoor seating is available. Our new interior stylings have been made by our on-site blacksmith, while our farmhouse-style tables have been built by a local craftsman, and are adorned throughout the summer with freshly cut flowers from our gardens.

The Rose & Kettle is a warm and welcoming spot where neighbours and visitors gather to enjoy a delicious homemade meal, or indulge in a sweet treat. The cuisine is a blend of old Nova Scotian favourites, and flavourful delights from around the world, reflective of the diversity of our seaside province. Everything is made in small batches, from scratch, and served on vintage china dishes. Delicious and healthy soups, sandwiches, salads, and other specials are offered on a seasonal, daily-changing menu. Our culinary artists also prepare a selection of cakes, pastries, cookies, and even homemade ice cream!

Cream tea, a well-loved and traditional offering, is always available, as are house-made espresso beverages, coffee, and many flavourings of tea. Ingredients are sourced from local farmers, butchers, fish markets, bakeries, and The Farm's own gardens whenever possible. Foraged and unique ingredients – such as lilacs, haskap berries, dandelions, and nettles – make the Rose & Kettle's offerings especially memorable.



Cultural Interpretation Coordinator 2025

Cole Harbour Heritage Farm Museum, Cole Harbour, Nova Scotia

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, particularly in developing a program that incorporates the small wetland on the museum site. In addition, they will work to create new educational resources that can be submitted to NovaMuseEd, a virtual resource for teachers hosted by the Association of Nova Scotia Museums.

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 the importance of wetlands to the community, the province, and to the environment;
- Develop and deliver programming to school groups about wetlands and Cole Harbour;
- Develop educational resources relating to Cole Harbour, agricultural history, wetlands, etc. that can be submitted to NovaMuseEd;
- Coordinate tour bookings and payments via e-mail and telephone;
- Deliver interpretive materials and tours and receive feedback from visitors;
- Evaluate interpretive materials according to visitor feedback, and make appropriate adjustments;
- 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 2025;
- 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;

Cultural Interpretation Coordinator 2025 Cole Harbour Heritage Farm Museum, Cole Harbour, Nova Scotia

- 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 & Benefits

- Fast-paced environment;
- Wednesday-Sunday morning and afternoon availability, with occasional evenings;
- Standing for long periods of time;
- Frequent physical demands;
- Potential for burns, cuts, scrapes;
- Repetitive Tasks - lifting, bending, squatting;
- 50% discount on nutritious and delicious meals while on shift;
- Visits with our farm animals;
- Harvesting from our farm gardens;
- Free parking on site;
- Cheerful and friendly environment;
- Ability to lift 50lbs/25kg.

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. Rate of pay is \$17.00/hour for an approximately 35 hour work week. This is a summer term position lasting approximately **20 weeks (Mid-May to Mid-October)**. Applications should consist of a cover letter and resume, and should be submitted as PDF documents. They will be accepted until **the position is filled** and should be addressed to **Janice Kirkbright, Executive Director, 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 Executive Director, Food Services Manager, and/or Board Representative.

