



Lake Charlotte Area Heritage Society, 5435 Clam Harbour Road, Lake Charlotte, NS B0J 2L0

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## Collections & Interpretation Assistant – Job Description

### Background

Memory Lane Heritage Village provides a dynamic and inclusive working environment within a non-profit organization that is a leading community museum and tourist attraction. Memory Lane is a living history museum, depicting life in the 1940s in rural coastal Nova Scotia. This was a time of innovation, when rapid changes transformed rural Nova Scotia: electricity, road building, women’s work outside the home, and the time-saving inventions of modern living.

The Heritage Village collection contains over 5,000 artifacts many of which are part of a “working collection” that can be handled by animators, volunteers and the public. The Village is a young museum that is still actively collecting in order to meet collections mandates. The primary focus of the Collections & Interpretation Assistant will be to accession (catalogue) and house (either in storage or on display) items contained in backlog and to carry out interpretive tasks related to the collection. The Collections & Interpretation Assistant will work closely with members of the Collections Committee, Subject Matter Specialists and the Executive Director as well as the Heritage Village volunteer animators.

### Main Objectives – Collections Component

The main collections objective of the Collections & Interpretation Assistant is to accession objects currently in backlog, thus significantly reducing backlog and moving artifacts to be on display or in long term storage.

While carrying out cataloguing work the Collections & Interpretation Assistant will work under the direction of the Executive Director and Collections Committee to:

1. Research recent acquisitions to ensure that they are date appropriate to the collection (pre 1950).
2. Assist the Collections Committee volunteers to clean, label, catalogue and photograph new items.
3. Label and place new artifacts in interpretive buildings or in long-term storage.
4. Assist volunteers in preparing artifacts for cataloging and utilizing other staff and volunteers to photograph newly catalogued items so they may be entered in the database.

### Main Objectives – Interpretation Component

The main interpretation objective of the Collections & Interpretation Assistant is to convey the stories of artifacts and archives within the collection to the Heritage Village’s visiting public by assisting the Heritage Programming Coordinator in developing and delivering interpretation in a variety of forms including in-person, through social media, video content and written programming elements such as school field trip / recreation camp “stations”.

While carrying out interpretation work you will:

1. Assist the volunteers who animate the Village to locate appropriate working artifacts in storage that can be used in their demonstrations, and implement the moving of these from storage to display.
2. Assist the Heritage Programming Coordinator with locating and fully understanding the stories of items within the collection, so they can be used for interpretation purposes.
3. Carry out further research on collections items that are being used for interpretive programming.
4. Assist the Communications Manager and Staff in social media programming related to #museummysterymonday and other collections related social media programming.
5. Ensure the safe handling and return of items to storage or display after their use in exhibit work related to events like the Seafood Festival or the Women's Heritage Celebration.

### **Attitudes & Attributes**

- has critical thinking skills
- is self-directed, logical and organized
- is reliable, honest and task oriented
- is knowledgeable, or interested in, cataloguing
- has a high level of literacy in English
- is comfortable conversing with strangers

### **Specific Skills and Abilities**

- able to work in dusty and damp conditions (with appropriate PPE)
- able to lift 15 kg unassisted
- ideally possesses a valid driver's license
- good experience of MS Excel, Word, Filemaker Pro or other database software
- has a knowledge of, or interest in, the 1940s
- familiar with researching methodologies

### **General Requirements**

- wear traditional heritage costuming that is authentic to the 1940s (provided). As gender-based period dressing is required during open hours, successful candidates are encouraged to explore options and possibilities with the employer and the costume department.
- be prepared to conceal / remove visible personal fashion items that are not historical to the 1940s (tattoos, piercings, etc.)
- become aware of the interpretive elements of the 1940s
- be available to work weekends, with occasional evening hours

### **Terms of Employment**

May 6th to August 24th for 16 weeks at 37.5 hrs. / week at \$16.77 per hour + 4% vacation pay + free cookhouse lunch. Students must be enrolled in full time studies prior to, and after, the work-term and be under the age of 30 (proof required). The Heritage Society is an equal opportunity employer and welcomes applications from all eligible candidates. The Society is committed to building and supporting a diverse team. All resumes will be reviewed, but only candidates eligible for an interview will be contacted. Work terms are subject to funding provided by government agencies.

Apply by March 31, 2025 with cover letter, resume and two references in PDF format only.  
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