



Lake Charlotte Area Heritage Society, 5435 Clam Harbour Road, Lake Charlotte, NS B0J 2L0
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Heritage Programming Coordinator - Job Description

Memory Lane Heritage Village, Lake Charlotte, HRM, NS

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.

Memory Lane is located 50 minutes east of Dartmouth. Every year the Village welcomes more than 13,000 visitors from around the world, and hosts a variety of special events and festivals, including the Cold Waters Seafood Festival, the Father's Day Antique Car Show, the Nova Scotia Forest Festival as well as outdoor theatre productions, concerts and youth camps. In addition to these annual events, the Village also organizes group tours for seniors, school groups, special needs youth and adults, and tour busses.

The Heritage Programming Coordinator will work closely with the Executive Director and Senior Staff and Volunteers to create 1940s programming for special events, tours, school field trips, as well as assist with a youth volunteer program in partnership with other community stakeholders. This position is also the main coordinator for the Villages' 100+ volunteers, who provide assistance with animation and guiding, along with many other day to day operations.

Specific Skills and Abilities:

- is self-directed, logical and highly organized
- is reliable, honest and task oriented
- is resourceful and has creative ideas
- has acting or animation experience
- ideally possesses a valid driver's license
- has a knowledge of, or interest in, the 1940s
- has public speaking experience
- is able to work weekends
- has preferably 2 years post-secondary studies
- has knowledge of MS Office & Google Workspace

Duties

The Heritage Programmer will:

1. Answer inquiries, provide tour options, book tours, filling out tour forms for distribution.
2. Develop and coordinate school and special programming with senior staff guidance
3. Assist with the management of a youth volunteer summer program
4. Work with volunteers to coordinate daily and event animation on site
5. Work with Executive Director and volunteers to develop experiential learning sessions and white glove tours

For each program or event, the Heritage Programmer will:

1. Work with staff and the Executive Director to compile research, visuals, artifacts related to the event
2. Prepare tasks lists and workplans, working with the Visitor Services Manager & assistants to assign tasks
3. Assist volunteers and staff in ensuring event animations are authentic, safe and smooth experiences
4. Engage local youth volunteers, including setting up a training program in partnership with HRM Recreation
5. Coordinate programs and oversee visitor exit surveys, follows-up and collect volunteer / staff input
6. Assist with set-up, execution and take down of event experiences
7. Write a report on the program for use by organizers next year, including evaluation by volunteers & staff
8. In the case of repeating programs, gather feedback and improve for the next offering
9. Provide heritage animation for tours and day to day visitors
10. Assist in costuming, props, artifacts etc. for animators and volunteers

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 that is 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 11th to August 23rd for 15 weeks at 37.5 hrs. / week at \$17.00 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, 2026 with cover letter, resume and two references in **PDF format only** .:

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