



Lake Charlotte Area Heritage Society, 5435 Clam Harbour Road, Lake Charlotte, NS B0J 2L0
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Junior Visitor Services 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 **Junior Visitor Services Assistant** is an entry-level position, suitable for high school students. The Junior Animator assists senior staff and volunteers. This is a front-line position, which will allow students to gain valuable experience in communications, planning, coordination, business and visitor and food services.

Specific Skills & Abilities

- Outgoing and engaging personality, able to speak easily with visitors
- Knowledge of the 1940s era, and/or Eastern Shore communities and heritage
- Committed to ensuring delegated tasks are successfully completed
- Experience helping seniors and children, acting and cooking experience an asset
- Self-motivated, organized, and responsible
- Solid math skills, ability to handle cash

Tasks and responsibilities

There are three key areas where the Junior Visitor Services Assistant will work, often rotating between these places as needs arise and based on staffing on a particular day and whether a festival or event is taking place.

Hosking General Store Responsibilities

- welcome visitors, ring in admissions on the cash register, assist visitors in starting their tour
- maintain a clean, welcoming point of entry, gift shop and public washrooms
- assist with re-stocking, inventory control, and retail displays
- provide animation and interpretation of artifacts on display in the store

Village Grounds Responsibilities

- provide guided tours and assistance to groups with special needs
- assist with maintaining the heritage garden, the grounds, the farm animals and the artifacts
- tidy buildings and grounds, potential grounds maintenance like mowing
- demonstrate working artifacts and skills to visitors, talk to visitors about the heritage
- during special events and festivals, assist with set-up and take down

Cookhouse Responsibilities

- assist the Head Cook with food preparation and serving the public
- assist special needs and newcomer groups who dine in the Cookhouse
- help with the harvest of the garden, and the feeding of kitchen waste to the chickens
- assist with opening and closing the Cookhouse, cleaning of kitchen and public washrooms
- weighing and measuring bread ingredients

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 heritage in the 1940s and our local communities
- be available to work weekends, with occasional evening hours

Terms of Employment

July 1st to August 31st, between 30 and 35 hours per week at \$16.75 per hour + 4% vacation pay + free cookhouse lunch. Opportunity to work before and after the work-term on weekends and school holidays. 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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