

## **Collections Management Assistant Job Description**

Randall House Museum is open annually from June to October. Many tourists, researchers, and local community members come to see the exhibits that are mounted each season that use the museum's permanent collection of nearly 7000 objects. There are also hundreds of individuals who view the museum's collection across the world using our online database! Under the direction of the Curator/Manager the candidate will fulfill the role of the Collections Management Assistant. The candidate will be responsible for digitizing artifacts, data cleaning, reconciling old loans, and creating social media content and blog posts that highlight objects in the permanent collection. They will be a participant in a summer long virtual exhibit that will not only highlight different stories and themes each week from the museum's collection but will allow the candidate to begin building a professional network of heritage-minded individuals. The candidate will be provided with other opportunities for creativity as they use objects from the permanent collection to help create learning resources that can be contributed to NovaMuseEd, a resource used by teachers across the province. From time to time the candidate will assist with other tasks that may include responding to historical/genealogical inquiries, conducting guided tours, general housekeeping, conducting retail sales and assisting with event planning and implementation.

### **Candidate Profile:**

The Wolfville Historical Society is looking for a university level student pursuing further studies or a student pursuing a degree or certificate in Museum Studies with an interest or experience in the following:

- Collections management practices
- An ability to read cursive writing is essential
- The candidate should be familiar with the Microsoft platform, file management, MS Word, Publisher, Photoshop and use of social media platforms: Facebook, Instagram, and Twitter.
- Experience in photography and editing would be an asset.
- Training in the use of web-based collections management software (CollectiveAccess) will be provided but some experience with filling out forms would be useful
- Attention to detail and appreciation of the need for quality control essential
- Ability to meet set deadlines
- Strong writing and editing skills
- The ability to take instruction and then work independently
- Self direction
- Experience handling artefacts and fragile archival material would be useful
- An interest in local history would be an asset
- Flexibility and willingness to take on small additional tasks as may be required by museum staff.

### **Candidate Eligibility:**

Candidates must be a Canadian citizen or a permanent resident, or have refugee status in Canada (non-Canadians holding temporary work visas or awaiting permanent status

are not eligible); are legally entitled to work in Canada; will be between 16 and 30 years of age at the start of employment; are willing to commit to the full duration of the work assignment; will not have another full-time job (over 30 hours a week) during the work assignment; have been a full-time high school, college, CEGEP or university student (as defined by their educational institution) in the semester preceding the work assignment, and intend to return to full-time studies in the semester following the work assignment.

**Estimated start date: 01/06/2022**

**Work Period: 13 weeks**

**Wage: \$13.35/hr, 35 hrs per week**

All interested candidates should send their applications to the email below and write in the subject line "Collections Management Assistant". Please include a recent CV and a cover letter explaining your suitability to this position and why you would like to work at Randall House Museum. Application deadline is 12 midnight on April 30, 2022. We gratefully acknowledge the assistance of the Young Canada Works in Heritage Organizations program for partial funding of this position.

**Send applications to: [randallhouses@gmail.com](mailto:randallhouses@gmail.com)**

Candidates MUST register on the YCW site and must also meet the Eligibility Requirements set out by the Young Canada Works Program. The WHS is an equal opportunity employer and as such persons with disabilities, visible minorities, and Aboriginal peoples, and of any gender are encouraged to apply.