



## **Job Posting – YCW Collections Assistant Internship**

Sherbrooke Village, Nova Scotia's largest living history museum, is looking for a Collections Assistant to contribute to our program of use, assessment, preservation and care of on-site heritage assets and the Provincial collection. We seek to improve the enjoyment and understanding of authentic Nova Scotian histories through our interpretive programs, to foster a culture that is strategic and inclusive in its management of resources, and to create remarkable heritage experiences in a unique museum site.

Our mission is to represent the social, political and economic histories of Sherbrooke, Nova Scotia and Canada in the latter half of the 19th century accurately and authentically. Our 53-acre site contains over 80 original structures along the St Mary's River on Nova Scotia's Eastern Shore. We strive to reflect rural village life of the 1860-1880 period complete with costumed interpretive staff, restored interiors and appropriate furnishings, manicured grounds and heritage programs befitting our period of focus.

**Position: Internship Grant for 30 weeks**

**Salary: \$21 per hr, 70 hrs biweekly**

**Closing Date: Friday 19 July 2024**

### **An individual may be eligible for an internship if they:**

- are a Canadian citizen or a permanent resident, or have refugee status in Canada (non-Canadians holding temporary work visas or awaiting permanent resident status are not eligible);
- are legally entitled to work in Canada (have a valid social insurance number);
- are between 16 and 30 years of age inclusively at the start of employment; and
- are a college or university graduate (certificate, bachelor's, master's or doctorate).

You must be signed in through the Young Canada Works website and show interest in this position posted on the YCW site.

**Note:** Priority will be given to graduates that have not previously participated in YCW internship programs and that are unemployed or underemployed.

### **What you will do:**

Working with the Interpretation Team Directors, the successful candidate will be responsible for helping to oversee the care and organization of Provincial Collection and Working Collection artefacts at Sherbrooke Village, as well as participating in a broad range of museum activities concerning the 19th century rural village life in Nova Scotia. The duties and responsibilities include:

- Under curatorial direction, managing the care, preparation, cataloging, and integration of functional artefacts (Working Collection)
- Maintaining and improving collection records and databases (CI+)
- Helping manage audit and assessment of Provincial Collection artefacts on site.
- Assisting in the renewal and/or development of exhibits for a variety of audiences
- Under curatorial direction, participating in field research at other NSM sites.
- Contributing to the support of events, workshops, training, and offsite lectures or field trips related to Sherbrooke Village programs.

- Other related duties as required.

**Work environment:**

- Sherbrooke Village's 53-acre site with over 80 heritage structures
- Monday to Friday, 8:30 am – 4:00 pm
- Occasional weekend and evening work and field trips to other Nova Scotia Museum sites may be required

**Need to have:**

- Bachelor's degree or diploma in museum studies, cultural heritage, collections management, conservation or related field of study
- Basic knowledge of Atlantic Canadian settlement history
- Ability to interact in a positive and enthusiastic manner with the general public
- An equivalent combination of education, training and experience may be considered
- Written and spoken competence in English is required

**Nice to have:**

- Experience working with living history collections, ideally in a museum setting
- Experience using databases, spreadsheets, photo-editing software, presentation software
- Understanding of the principles of collections management and conservation
- Broad range of interests in historical crafts, trades, skills and lifeways
- Basic understanding of fossil specimen photography

Sherbrooke Village, a part of The Nova Scotia Museum, is committed to diversity and equitable access to employment opportunities based on ability—your unique contributions and talents will be valued and respected here. We strive to build a team that reflects the diversity of the community we work in and encourage applications from traditionally underrepresented groups such as women, visible minorities, Indigenous peoples, people identifying as LGBTQ2SI, veterans, and people with disabilities.

**Application Process:** A cover letter should highlight how the applicant clearly meets the Qualifications listed. All complete applications must include a cover letter and current resumé with references and should be clearly marked "Collections Assistant". Complete applications are to be delivered to:

*Sherbrooke Village, ATTN: Executive Director,*

*42 Main St., PO Box 295, Sherbrooke, NS B0J 3C0*

*Emailed applications must include a cover letter and current resumé with references as a single PDF submitted to: Sherbrooke.ED@novascotia.ca*

Application Deadline: Friday 19 July 2024

Please be aware that Selection Board Knowledge and/or references regarding a candidate's knowledge, abilities, and personal suitability may be used as part of the assessment process. We thank all applicants for their interest, however, only those selected for an interview will be contacted. No telephone or faxed applications will be accepted. This competition may be used to fill future vacancies at the same level. Please note, this position is contingent on grant funding. If approved, the applicant will be asked to create an account on Young Canada Works and must fit all candidate eligibility requirements.