

SHERBROOKE RESTORATION COMMISSION
JOB POSTING



Potter Assistant

Sherbrooke Village is seeking a collaborative, personable, and creative person to support the Potter and interpretation of the Pottery Shop. Sherbrooke Village occupies a 53-acre site with over 80 frame buildings reflecting rural village life of the 1860-1880 period. The Pottery Shop is important to the Museum program, providing reproduction pieces and the history of 19th century pottery in Nova Scotia. The Potter Assistant learns from the Potter to support shop operations, and provides engaging interpretation for a variety of visitors.

Sherbrooke Village is in search of someone who can bring an adaptable, dependable, and responsible attitude backed by accountability and sound judgment. We seek to improve the enjoyment and understanding of authentic Nova Scotian histories presented in a unique museum setting. You'll work primarily in the Pottery Shop with periods of intensity demonstrating and engaging visitors during busy tourism seasons where excellent customer service is our priority.

The Potter Assistant reports to the Supervisor of Interpretation with support from the Heritage Interpretation team. They provide vital services for the smooth running of the Pottery Shop and the Museum site for the public.

Type of Employment: Full-Time, Seasonal with entitlement to annual recall

Salary: \$21.01 per hour at 35 hrs per week, plus 4% vacation pay and 2% in lieu of benefits

Start Date: May 20, 2025 for a minimum of 18 weeks

Work Hours: Wednesday to Sunday, 9:30AM to 5PM

Core activities include:

- Working with other site staff, will greet visitors and provide them with introductions to the Pottery Shop, Museum program, and Sherbrooke Village history.
- Welcome visitors using first-person interpretation ("Welcome to the Pottery Shop, I'm the Potter's Assistant and I'm working on a pie plate for Mrs Smith.")
- Assist visitors in pottery workshops and experiences.
- Support the Potter with interpretation of the shop, conducting demonstrations of period activities, organizing supplies and equipment, and fulfilling pottery orders.
- Learn pottery techniques and with support of Potter undertake pottery work for display and sale in the Village.
- Wear period clothing according to Sherbrooke Village Wardrobe standards.
- Ensure the building, equipment, and grounds around the Pottery Shop are cared for in accordance with Museum standards.
- Supports other areas of interpretation as required.

Qualifications

The successful candidate may have a combination of experience listed below - Sherbrooke Village values transferrable skills. We are seeking candidates who have:

- High School Diploma and some work experience; Preference will be given to individuals with knowledge and experience in the creation of ceramics/pottery.
- Ability to speak in front of groups and interact with people of all ages and backgrounds.
- Ability to coordinate activities with other staff in a manner that causes harmonious and effective teamwork when working close to the public.
- Currently has or is willing and able to get certified upon appointment in the following: First Aid, WHIMS, Hazardous Materials Awareness, Occupational Health & Safety training and Safe Work Practices.

Great-to-Haves

- Experience working in heritage interpretation.
- Demonstrated interest in 19th century pottery techniques.

Please provide complete and thorough details of your education and experience. All complete applications must include a cover letter and current resumé with references and should be clearly marked "Potter Assistant". Resume and Cover letter must be sent or delivered:

Sherbrooke Village, ATTN: Executive Director,
42 Main St., PO Box 295, Sherbrooke, NS B0J 3C0 by close of business January 31, 2025.
Emails must include a cover letter and current resumé with references and must be sent to:
Sherbrooke.ED@novascotia.ca

This is a bargaining unit position represented by the Nova Scotia Government Employees Union. External applicants are welcome; preference is given to qualified Sherbrooke Village NSGEU bargaining unit candidates first. A criminal record check and Child Abuse Registry check will be required of successful candidates. 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.