



## **Seasonal Job Opportunities Training Provided!**

**The Annapolis Heritage Society (AHS) seeks 3 Curatorial Assistants, 1 Archival Assistant and 1 Interpreter/Curatorial Assistant. AHS supports equity, diversity and inclusion in the recruitment and staffing for these positions.**

### **Annapolis Heritage Society (AHS)**

<https://annapolisheritagesociety.com/>

**Job Types:** Seasonal, full time; 35 hours weekly

**Language Required:** English (French is an asset)

**Fee:** \$14.00 hourly

**Duration:** June 13, 2022 - Sept. 2, 2022 (12 weeks)

**Application Deadline:** May 23, 2022

### **Job Descriptions**

#### **Curatorial Assistants:**

These positions represent a deep dive into the operations of a small museum in a rural setting. The main tasks and responsibilities include: historic interpretation; customer service; care of collections; and processing of artifacts and archival materials accepted into the collection. There are also opportunities for further projects in records management, exhibition planning and storage organization and planning. As these positions are sponsored by “Canada Summer Jobs”, **candidates must be 15–30 years of age and a permanent Canadian resident, citizen, or refugee.**

#### **Archival Assistant**

AHS has many archival items that have been accepted into the collection and are waiting for processing which includes fonds arrangement, rehousing/basic conservation, document assembly, research, description and digitization and uploading of records to MemoryNS. As this position is sponsored by “Canada Summer Jobs”, **candidates must be 15–30 years of age and a permanent Canadian resident, citizen, or refugee.**

#### **Interpreter/Curatorial Assistant**

The main tasks and responsibilities for this position include: historic interpretation of permanent exhibition rooms; customer service; care of collections; processing of artifacts and archival materials; exhibition and event support; and records management. As this position is

sponsored by “Student Summer Skills Incentive”, **candidates must be registered in or accepted to a full-time post secondary program in the fall of 2022.** Enrollment in museum studies, information studies or a history program is considered an asset.

\*\*\*\*\*

**The ideal candidates for all of these positions are persons with a passion for history and heritage. Desirable attributes include:** goal-oriented; detail-oriented; strong organizational skills; strong written and verbal communication skills; team player; proficiency in Microsoft Suite; excellent research skills; experience with scanners and databases an asset; positive behavioural style.

The successful candidates will be required to pass a criminal records and child abuse registry check. They will also be expected to adopt the AHS policy on COVID 19, requiring all employees and volunteers to be fully vaccinated and wear masks indoors when social distancing cannot be maintained.

***If you are interested in one or all of these positions, please email 1 cover letter explaining why the work would be a good fit for you, as well as a resume to: [annapolisheritage@gmail.com](mailto:annapolisheritage@gmail.com) no later than May 23.***