



## Seasonal Job Opportunities Training Provided!

The Annapolis Heritage Society (AHS) seeks 2 Curatorial Assistants, 1 Archival Assistant and 1 Interpreter/Curatorial Assistant. AHS supports equity, diversity and inclusion in the recruitment and staffing for these positions.

These positions are perfect for graduating high school students, responsible grade 11 students, students returning to full time post secondary studies in the Fall and non-students between the ages of 15-30.

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

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

**Fee:** \$14.00 hourly

**Duration:** As soon as possible - Sept. 2, 2022 (up to 12 weeks)

As soon as possible – Aug.20, 2022 (up to 8 weeks)

**Application Deadline:** No deadline to apply. Positions will be filled as suitable candidates are appointed to the roles available.

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## Job Descriptions

### Curatorial Assistants

**Duration:** Up to 8 weeks, finishing by Sept.2<sup>nd</sup>, 2022

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.

### Archival Assistant

**Duration:** Up to 8 weeks, finishing by Sept.2<sup>nd</sup>, 2022

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.

**Interpreter/Curatorial Assistant**

**Duration:** Up to 12 weeks, finishing by Sept.2<sup>nd</sup>, 2022

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.

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***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:***

***[ahs.curator@gmail.com](mailto:ahs.curator@gmail.com)***

**Annapolis Heritage Society (AHS)**  
**<https://annapolisheritagesociety.com/>**