



Seasonal Job Opportunities - Training Provided!

The Annapolis Heritage Society (AHS) seeks up to 6 individuals to work as Interpreter/ Museum and Archive Assistants. Positions have variable start dates between May 15th and July 3rd, 2023 and are contingent on program funding.

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. AHS supports equity, diversity and inclusion in the recruitment and staffing for these positions and encourages applications from all interested individuals.

Job Types: Seasonal, full time; 35 hours weekly

Language Required: English (French is an asset)

Fee: \$14.50 hourly

Duration: Various start dates between May 15th and July 3rd, 2023. Positions run from 8-16 weeks (depending on funding), to be completed by Sept. 2, 2023.

Locations: The O'Dell House Museum, Archive and Research Centre, 136 St. George Street, Annapolis Royal; the Sinclair Inn, 230 St. George Street, Annapolis Royal.

Application Deadline: No deadline to apply. Positions will be filled as suitable candidates are appointed to the roles available. Role availability and duration to be determined by available funding.

Job Description

Interpreter/ Museum and Archive Assistants

Duration: Up to 16 weeks, finishing by Sept. 2nd, 2023

These positions represent a deep dive into the operations of a small museum in a rural setting. The main tasks and responsibilities for the positions 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. There are also opportunities for further projects in records management, exhibition planning and storage organization and planning. AHS has many museum and archival items that have been accepted into the collection and are waiting for processing which includes accessioning, fonds arrangement, rehousing/basic conservation, document assembly, research, description and digitization and uploading of records to MemoryNS and Nova Muse. No experience necessary. All training provided. All you require is a positive attitude and a willingness to share what you learn with interested visitors to our museums and archive.

If you are interested in these positions, please email a resume and cover letter explaining why the work would be a good fit for you to: ahs.curator@gmail.com

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