



**Seasonal Job Opportunities - Training Provided!**

The Annapolis Heritage Society (AHS) seeks up to 4 individuals to work as Interpreter/Archive Assistants. Positions have variable start dates between May 13<sup>th</sup> and July 2<sup>nd</sup>, 2024 and are contingent on program funding.

These positions are perfect for graduating high school students, responsible senior high 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.

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

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

**Fee:** \$15.20 hourly

**Duration:** Various start dates between May 13<sup>th</sup> and July 2<sup>nd</sup>, 2024. Positions run from 8-16 weeks (funding dependant), to be completed by Aug. 31<sup>st</sup>, 2024.

**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.

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**Job Description**

**Interpreter/ Archive Assistants**

**Duration:** Up to 16 weeks, finishing by Aug. 31<sup>st</sup>, 2024

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 archival materials; exhibition and event support; and records management. AHS has many archival items that have been accepted into the collection and are ready for accessioning, arrangement and description, basic conservation, digitization and uploading of records to MemoryNS and Nova Muse databases. 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.

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***If you are interested in these positions, please email a resume and cover letter explaining your interest and suitability for the role:***

**[rmbuchanan2@gmail.com](mailto:rmbuchanan2@gmail.com)**

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