



**Collections Assistant  
Position Description**

<b>Position Title:</b> Collections Assistant	<b>Reports To:</b> Museum Director	<b>Work Term:</b> May-August 2025
<b>Employment Type:</b> Seasonal	<b>Review Period:</b> End of Work Term	<b>Revised:</b> February 2025

**Background:**

The Annapolis Heritage Society (AHS) owns and operates two museums - O'Dell House Museum & Genealogy Centre and Sinclair Inn Museum. It also manages North Hills Museum on behalf of the Nova Scotia Museum (NSM). The Society's purpose is to preserve and promote local heritage in ways that will inspire curiosity about the people, places, and events that have shaped our community.

**Position Summary:**

The Collections Assistant will be responsible for carrying out tasks associated with the care and management of the AHS artifact and archival collections. The Collections Assistant will work to maintain and enhance the Society's collections management database, CollectiveAccess. They will be expected to perform artifact-specific research in order to improve the narrative and provenance of items in the AHS collection. The Collections Assistant will also participate in a large-scale inventory initiative aimed at assessing current collections needs and record-keeping practices. They will work closely with the Museum Director to identify and prioritize tasks related to the management of artifacts, archival items, and reference materials. On occasion, the Collections Assistant may be required to assist with other museum operational needs, including special events and interpretation.

All training is provided. Regular supervision and support will be provided by the Museum Director throughout the work term. An end-of-season evaluation will be conducted based on criteria established in cooperation with the AHS Human Resources committee.

**Qualifications:**

***Essential Experience & Skills:***

- Experience and/or comfortability working with museum or archival collections
- English essential; French language skills an asset

***Education:***

- Must be currently enrolled in a post-secondary institution

***Abilities & Personal Suitability:***

- Oral & written communication
- Time management
- Initiative
- Reliability & dependability
- Adaptability
- Positive & professional attitude

## **Accountabilities:**

### **1. The AHS collection is maintained and cared for according to professional museum standards.**

- Collections database records are edited for clarity, language, and accuracy.
- Artifact photography is conducted using appropriate tools and equipment.
- Artifacts are inventoried and catalogued according to AHS policies.
- Research is conducted using a variety of sources to improve the narrative and provenance of objects in the AHS collection.
- Duties associated with the vetting, accessioning, and deaccessioning of artifacts are carried out under the guidance of the Museum Director and AHS Collections committee.
- Regular housekeeping duties are completed to ensure museum sites and collections are well-maintained.
- Exhibits and displays are examined for signs of damage or deterioration. Any incidents of exhibit or artifact damage are reported to the Museum Director immediately.
- Minor conservation treatments are completed using appropriate tools and equipment.

### **2. Programming, events, and exhibits are planned and implemented in cooperation with the Museum Director.**

- The Collections Assistant will work closely with the Museum Director to design, install, and maintain temporary exhibits and artifact displays.
- Creative, educational, and promotional content will be developed for the AHS website and social media channels.
- Additional duties associated with the development and delivery of special events, interpretive and educational programs, and community outreach initiatives will be assigned as necessary.

### **3. Day-to-day operational activities are completed in a professional and timely manner, in cooperation with the Museum Director, other staff and/or volunteers.**

- Visitor experience duties are performed as required, including providing guided tours and assisting with genealogical research.
- Questions posed by visitors are responded to in a thorough and respectful manner. Every effort will be made to provide accurate and appropriate information.
- Activities required to open and close the site are completed efficiently and on-time.