



### **Museum Assistant (Seasonal, Part-time)**

The Parrsborough Shore Historical Society is looking for an assistant manager for the Ottawa House By-the-Sea Museum in Parrsboro, NS.

This person will work out of and participate in the day-to-day functioning of the museum to ensure a positive and memorable visitor experience, serving as an ambassador for the museum and for the broader community. This includes - but is not limited to, greeting visitors, conducting tours, handling sales, documentation of visits and a variety of activities necessary for presenting a clean and impressive facility.

The position also coordinates with and supports volunteers working in a variety of capacities, such as genealogy resource, tour guide, administrative support, etc. The position is seasonal, and part-time, between 20 and 24 hours per week. Compensation is \$16.35 per hour.

### **Primary Responsibilities**

- Assist with or conduct daily operations of Ottawa House By-the-Sea Museum
- Document visitor information
- Participate in routine museum functions, including visitor tours (interpretation of history and exhibits), preparing for events and visitors, responding to requests for information, etc.
- Assist in the preparation of displays and exhibits
- Handle cash and sales transactions
- Respond to inquiries and refer to appropriate individuals as needed.
- Cleaning and upkeep of facilities.
- Assist in preparing exhibits and artifacts for museum season opening and closing
- Assume managerial role when Manager is not on site; including supervision of staff, coordination of volunteers and ensuring adherence to established policies and procedures as well as public health measures as applicable.
- Other duties as required

### **Occasional or Supplementary responsibilities**

- Liaise with community groups and others as necessary, regarding the planning of visits,



- Provide access to genealogy research materials.
- occasionally be expected to dress in period costumes for special functions.

### **Knowledge, skills and abilities**

- Excellent interpersonal skills; position requires diplomacy, agility and flexibility.
- Good communication skills are required to interact with the public and with other employees and volunteers, including directing and supporting summer staff and conducting educational tours and programs for visitors and participants.
- Comfort with basic computer skills (e-mail, word processing, etc.)
- General knowledge of the Parrsborough Shore area
- Required to have (or obtain) first aid, food handling and WHMIS training.

Applicants are asked to submit their resume, and cover letter in PDF format to [parrsboroshore@gmail.com](mailto:parrsboroshore@gmail.com).

We thank all applicants for their interest. However, only those selected for an interview will be contacted.



## **About Parrsborough Shore Historical Society**

Parrsborough Shore Historical Society is located in Mi'kma'ki, the ancestral and unceded territory of the Mi'kmaq, covered by the "Treaties of Peace and Friendship" which Mi'kmaq, Wolastoqiyik (Maliseet), Peskotomuhkati (Passamaquoddy) People first signed with the British Crown in 1725. Mi'kmaw People and their ancestors have lived on and cared for this land for over 11,000 years.

The Ottawa House By-the-Sea Museum represents an important segment of Cumberland County's history at the time of Confederation and illustrates mid-eighteenth-century architecture, economic and cultural development. It is believed to be the oldest building on the Parrsboro Shore and one of the oldest in the province of Nova Scotia.

The museum is a member of the Association of Nova Scotia Museums and the Council of Nova Scotia Archives. The Museum also houses impressive genealogical and archival resources. Our goal is to have materials available as a valuable resource for all types of researchers. This will contribute to the online databases, MemoryNS, through the Council of Nova Scotia Archives (CNSA) and to Nova Muse, through the Association of Nova Scotia Museums (ANSM).