



Museum Interpreter

This is a grant-funded position made possible through the generous support of the Government of Nova Scotia through the Department of Labour, Skills, and Immigration (LSI) - Student Summer Skills Incentive (SKILL) program.

The Parrsborough Shore Historical Society is looking for a Museum interpreter 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. 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.

Eligibility

A person is eligible for this position provided they are:

- either entering full-time post-secondary studies in the fall semester immediately following the work term or continuing full-time post-secondary studies following the work term; and
- a permanent resident of the province or live in Nova Scotia for at least six months prior to the work term.

Application Closing Date

Term of Employment

June 6th, 2024, to August 29th, 2024

Compensation

\$15.70 hourly plus 4% vacation pay based on thirty-five (35) hours per week.

Work Location

Ottawa House By-the-Sea Museum, 1155 Whitehall Road, Parrsboro, NS

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
- Cleaning and upkeep of facilities.
- Other duties as required

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 ottawahouse@ns.sympatico.ca

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). <https://www.ottawahousemuseum.ca/>