

Fultz House Museum
33 Sackville Drive, Lower Sackville, NS

Grant Approved Position- Interpreter, museum
Actual title- Program Assistant

Starting approximately June 26, 2022 (dependent on Covid-19 restrictions) 8 weeks

Salary: \$13.35 hour + 4% vacation pay

Hours: expected 35 Hours/week – 7 days/week with 2 days off

Apply: jobs@fultzhouse.ca with a PDF coverletter, resume, and at least two references

Closing Date: May 31, 2022

MISSION STATEMENT

To collect, preserve, and present the history and intererests of Sackville, Lucasville, Beaver Bank, Kinsac, and the surrounding areas.

RESPONSIBILITIES

The Program Assistant reports to and is supervised by the Summer Student Co-Ordinator. The Program Assistant assists in taking photos and scanning documents; performs research on artifacts and archives; provides guided, narrated tours of the Fultz House Museum and grounds; assists with fundraising activites; and cleaning.

PRIMARY DUTIES

1. Assist with the development of educational programs for school field trips, museum special events, persons with disabilities and our special interest groups. The programs will provide each group with a better understanding of the heritage of our community through activities, demonstration, visualization, and discussion.
2. Outline the artifacts, archives and other items required for the program development.
3. Perform research on artifacts and archives that do not have all the information to complete the record
4. Develop labels, handouts and materials required for the program
5. Welcome visitors to the museum
6. Provide interactive museum tour highlighting the historical significance of museum, the Fultz family, museum contents and grounds
7. Assist with the planning, preparation, set-up, and clean-up for events
8. Ensure the security and safety of the museum building, grounds, artifacts, archives, as well as visitors, staff, and volunteers
9. Receive and action phone calls, emails, and faxes.

10. Participate in cleaning of buildings, grounds, and community spaces.
11. Perform other tasks as required

CONDITIONS OF WORK

The employee shall:

- a. adhere to the Museum dress code
- b. scan, photograph, and peruse publications, photographs, and assorted documents for long periods as well as sitting at a computer;
- c. be prepared to be on their feet for an extended period of time while conducting guided tours outside, on the Museum grounds and outbuildings, and on both upper and lower levels of the house;
- d. be prepared to assist in the preparations for special events;
- e. assist with clean up and maintenance of the Museum, grounds, and community spaces;
- f. be subject to regular performance evaluations.

QUALIFICATIONS

The employee is expected to:

- a. be knowledgeable about Sackville, its historical aspects and geography
- b. be self-directed, logical, organized, attention to detail, enthusiastic, friendly and outgoing;
- c. have the ability to listen and respond to questions
- d. have good interpretation skills and ease with public speaking;
- e. enjoy interaction with all age groups; and
- f. value teamwork, work well with others, and take constructive feedback.
- g. is between 15 and 30 years of age (inclusive) at the start of employment;
- h. is a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act*;
and
- i. have a valid social insurance number at the start of employment and is legally entitled to work according to the relevant provincial / territorial legislation and regulations.

Note: The successful applicant for the position will be required to provide a valid Vulnerable Sector Check.