

**Fultz House Museum
33 Sackville Drive, Lower Sackville, NS**

**Approved Position Interpretive Guide -
Due to Covid-19 focus on Digitization**

September 1, 2020 – December 18, 2020- Part-time

Salary: \$12.55 hour + 4% vacation pay

Hours: 35 hours bi-weekly- flexible schedule can be arranged

Apply: fultz.house@ns.sympatico.ca with a PDF coverletter, resume, and at least two references

Closing Date: August 19, 2020

MISSION STATEMENT

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

RESPONSIBILITIES

The employee reports to and is supervised by the Youth Summer Employee Co-Ordinator. The employee assists in taking photos and scanning documents; performs research on artifacts and archives, and cleaning.

PRIMARY DUTIES

1. Assist with taking photos and scanning of artifacts, archives, and their documents for upload to Collective Access and NovaMuse
2. Data quality checks to ensure accuracy of images that are available for the public to view on NovaMuse and that records are attached to the correct record
3. Perform research on artifacts and archives that do not have all the information to complete the record
4. Ensure the security and safety of the museum building, grounds, artifacts, archives, as well as visitors, staff, and volunteers.
5. Receive and action phone calls, emails, and faxes.
6. Participate in cleaning of buildings and grounds
7. 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. assist with clean up and maintenance of the Museum and grounds;
- d. 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. value teamwork, work well with others, and take constructive feedback.
- e. Between 15 and 30 years of age at the start of employment
- f. A Canadian citizen, permanent resident or person whom refugee protection has been conferred under the Immigration and Refugee Act for the duration of the employment
- g. Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations

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