Fort Sackville Foundation Student Summer Job Opportunities (3 Positions Available)

Qualifications:

Successful candidates must be accepted at or currently attending university, and returning to university in the fall. Preferably applicants will be enrolled in one of the following fields of study: history, museum studies, library science, education, journalism, or humanities/social sciences. They must have strong research skills including an ability to synthesize multiple online and other sources and write interesting summaries. Attention to detail and accuracy, excellent communication and time management skills, an ability to work independently and as part of a team, and an interest in history are necessary job requirements.

The positions may require working remotely and successful candidates must have their own computer and reliable internet access. Please review Job Descriptions Below.

The Archival Assistant/Heritage Interpreter position has many opportunities for skill development. Currently, we expect that the position will be at Scott Manor House but depending on the Public Health Directives, the role and responsibilities may change to an offsite position, working from home. **(Two Positions Available)**

Whether at Scott Manor House or working offsite, the applicant should have

- excellent oral and written communication skills. The Interpreter role requires the applicant to greet and welcome visitors to Scott Manor House and interpret the history of Scott Manor and of the Fort Sackville site, and guide the public through exhibits. The ability to communicate with the public both in person and through our social media platforms is essential.
- strong technology skills, including database use, creating and posting content on our website and social media platforms.
- the ability to conduct online research on the history and use of artifacts and write interesting descriptions for entry into an online database; to assist with research

requests, cataloging resources, collections inventory, and digitization of records; and assist or conduct research on local history topics.
- the ability to develop engaging social media heritage content.
- the ability to collect and maintain visitor statistics.
- the ability to assist at Scott Manor House events, displays and programs
- excellent organizational skills both in the research and in the day-to-day operations.
- the ability to work independently with minimal supervision.
- the ability to work collaboratively with diverse colleagues, volunteers and the public.
- the ability to manage a varied workload in a timely, effective manner.
- the ability to deal with small monetary transactions.
- the ability to perform routine custodial / housekeeping duties, including compliance with COVID-19 public health directives.
- access to a computer and a strong internet connection, should the position move offsite.
- although not a requirement, skills in digitization or photography would be an asset.
- although not a requirement, a second language would be an asset.

Communications/Marketing Assistant / Heritage Interpreter position has many opportunities for skill development. Currently, we expect that the position will be at Scott Manor House but depending on the Public Health Directives, the role and responsibilities may change to an offsite position, working from home**. (One Position Available)**

Whether at Scott Manor House or working offsite, the applicant should have:

- excellent oral and written communication skills. The ability to communicate with the public both in person and through our social media platforms is essential.
- strong technology skills, including the ability to create and post content on our website and social media platforms.
- the ability to promote and assist with all Scott Manor House events, programs and displays.
- the ability to prepare media releases, PSAs, and newsletters, and create and post content on the highway sign, all in a timely manner.
- the ability to develop engaging social media heritage content (including photos and brief videos). This also requires strong research skills.
- the ability to greet and welcome visitors to Scott Manor House and interpret the history of Scott Manor and of the Fort Sackville site, and guide the public through exhibits.
- the ability to collect and maintain visitor statistics.
- the ability to manage a varied workload in a timely, effective manner.
- excellent organizational skills both in the research activities and the day-to-day operations.
- the ability to work independently with minimal supervision.

- the ability to work collaboratively with diverse colleagues, volunteers and the public.
- the ability to deal with small monetary transactions.
- the ability to perform routine custodial / housekeeping duties.
- the willingness to adhere to Fort Sackville Foundations policies and procedures, including compliance with COVID-19 public health directives.
- access to a computer and a strong internet connection, should the position move offsite.
- although not requirements, skills in photography, videography, or digitization would be an asset.
- although not a requirement, a second language would be an asset.

Employment period: 12 weeks, June 6 – August 27.

Wage: $13.45/hour, 40 hours per week.

To apply, email your cover letter with resume **by noon on April 20, 2022** to: scott.manor@ns.sympatico.ca
We thank all candidates for their interest, however only those selected for an interview will be contacted.

The Fort Sackville Foundation is a registered charity that manages historic Scott Manor House (built c. 1770), Bedford's Community Museum and Heritage Resource Centre. To learn more about the Foundation's work preserving and promoting Bedford's history and cultural heritage, visit https://scottmanor.ca.

SCOTT MANOR HOUSE
FORT SACKVILLE FOUNDATION