

Tantramar Heritage Trust Accepting Applications for Summer Jobs for Students

The Tantramar Heritage Trust is a non-profit, charitable organization that promotes preservation of heritage resources in the Tantramar Region. The Trust operates two museums in Sackville: the **Boultenhouse Heritage Centre** on Queens Road and the **Campbell Carriage Factory Museum** in Middle Sackville. *More information on the Trust is available at our website: www.heritage.tantramar.com.*

The Trust is now accepting applications from students for the following positions in 2018:

1. Crake Community Programming Intern (funding confirmed – minimum of 12 weeks – dates TBA)

The Intern will plan and carry out various workshops and events intended to strengthen ties between the Tantramar Heritage Trust and targeted community groups and organizations. This includes a series of heritage-themed children's workshops, school field trips, new and established special events at both the Boultenhouse Heritage Centre and the Campbell Carriage Factory Museum, maintaining a presence at the Sackville Farmer's Market and exploring new educational opportunities to benefit the community and visitors to our region. The position is intended for a third or fourth year Mount Allison University student who intends to pursue a career in heritage, the non-profit sector or education. This position is funded by the J.E.A. Crake Foundation.

2. Researcher/Museum Interpreter - 1 position at the Boultenhouse Heritage Centre, and 3 positions at the Campbell Carriage Factory Museum (number of weeks and exact dates to be confirmed)

Duties include: delivering guided tours and delivering interpretation of historical buildings and artefacts to visitors to the museums; researching and writing reports on topics of interest to the Trust, and/or other activities utilizing academic skills and knowledge; assisting with planning and carrying out summer programming, including children's workshops, school field trips, and other events for the general public; assisting THT Directors and staff in developing and implementing in-house and educational and animation programs; daily record keeping; publication sales; accessioning artefacts (under supervision); other general maintenance (such as lawn mowing) and museum related work as required; submitting weekly progress reports to THT Executive Director.

3. Collections Assistant/Researcher - 1 position (number of weeks and exact dates to be confirmed)

Duties include: the registration, documentation, research, locating, and safe handling and storage of artefacts at both museum facilities; assisting in the preparation of artefacts for exhibits; delivering museum tours; performing office duties related to

collections; contributing to educational programme development and delivery; contributing to museum animation and programming activities as appropriate; and generally, assisting staff and volunteers as needed.

4. Research Centre Assistant – 1 position (number of weeks and exact dates to be confirmed)

Duties include the indexing collections of material (letters, articles, books, magazines) and entering data into the Research Centre database; assisting visitors to the Research Centre; collecting fees; receiving new material; giving tours of the Boultenhouse Heritage Centre on occasion; assisting with summer programming activities such as school field trips, children's heritage-themed workshops and other events for the general public; and submitting weekly progress reports to the THT Executive Director.

5. Archives Assistant – 1 position (number of weeks and exact dates to be confirmed)

Duties include the registration, documentation, research, locating, and safe handling and storage of archival fonds (letters, photographs, legal documents, diaries, etc.) and entering data into the Archives New Brunswick AtoM database; giving tours of the Boultenhouse Heritage Centre on occasion; assisting with summer programming activities such as school field trips, children's heritage-themed workshops and other events for the general public; and submitting weekly progress reports to the THT Executive Director.

To apply:

Please submit a cover letter and résumé with the names and contact information for three references to:

Karen Valanne, Executive Director
Tanramar Heritage Trust
29B Queens Rd.
Sackville, NB E4L 4G4

or by email to tanramarheritage@gmail.com.

Please state in your cover letter which position(s) you are applying for, your competency in French (some positions require competence, some don't), and your availability between May 22 and September 2, 2018.

Candidates must be willing to work flexible hours, including some weekends and statutory holidays. All positions, with the exception of the Crake Intern, are subject to the availability of funding through the Young Canada Works, Community Museums Summer Employment Program, and Canada Summer Jobs. All applicants, with the

exception of the Crake Intern, must be planning to return to full time studies in the fall. Jobs will be 8-15 weeks in duration, dependent on funding.

Applications will be accepted until March 23, 2018 at 5 pm, with interviews to be conducted soon after. We appreciate all applicants, however, only those selected for an interview will be contacted.