



Black Cultural Centre for Nova Scotia

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Operated by the Black Cultural Society of Nova Scotia

SUMMER JOB OPPORTUNITY

Job Title: Researcher / Curatorial Assistant Ref: # 2015P04
Duration: 13 weeks June 1 – August 31, 2015 Monday to Saturday work schedule (5 day cycle)
Wage: \$ 11.50 per hour (35 hours per week)
Work Language: English, basic French knowledge would be an asset but not required.
Application Deadline: May 22, 2015 - 4:00 pm

Be Inspired! Celebrate Nova Scotia's rich Black History !

Be a part of sharing the rich history and diverse culture of African Nova Scotians. The Black Cultural Centre established in 1983 is looking for energetic and creative individuals to inspire and welcome visitors to the museum.

Job Description: To be part of the museum curatorial team maintaining the archives and digital collection database. Working with a computerized software system to gather digital information via; photo reproduction, scanning, digital photography and document reproduction. Occasional assignments which will include assisting with exhibits that portray African Nova Scotian heritage, assisting tourist and researchers in gaining knowledge of Black history and culture.

Duties: Digitizing and scanning of artifact and photo collection into a digital computer system. Assist public in orientation to Centre; assist in library research by patrons and researchers. Assist in museum and display maintenance and upkeep. Duties will also include providing occasional guided tours.

Qualifications:

- University and/or college student (returning to studies)
- General knowledge and interest of African-Nova Scotia History;
- Digital graphics computer skills (Photography, Photoshop etc)
- Good verbal and written communication skills;
- Ability to conduct research via internet and library;
- Customer service skills an asset
- Verbal and written communication in the French language would be an asset.
- Basic computer skills: Microsoft Office
- Retail experience would be an asset

Important Notes:

Please be advised of the eligibility criteria for the positions:

The eligibility criteria are as follows:

- legally entitled to work in Canada;
- a Canadian citizen or permanent resident or have refugee status in Canada; (Non-Canadian students holding temporary work visas or awaiting permanent status are not eligible.);
- be between 16 and 30 years of age at the start of employment;
- be registered in the Young Canada Works (YCW) candidate inventory (www.youngcanadaworks.ca);
- be willing to commit for the full duration of the work assignment;
- not hold another full-time job (over 30 hours a week) while employed with YCW;
- have been a full-time student (as defined by educational institution) in the semester preceding their job with YCW; and intend to return to full-time studies in the semester following their job with YCW.

Note: All applicants must meet the eligibility criteria and must be approved by Young Canada Works.

How To Apply:

- Step 1: Register online at Young Canada Works (www.youngcanadaworks.ca)
- Step 2: Submit resume and cover letter attention Summer Employment Opportunities via email: jobs@bccnsweb.com, via fax: **902-434-2306**
or in person at the Black Cultural Centre (10 Cherry Brook Road, Cherry Brook)

**Application Deadline: May 22, 2015 - 4pm.
Only successful candidates will be contacted.**