



Black Cultural Centre for Nova Scotia

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Operated by the Black Cultural Society of Nova Scotia

SUMMER JOB OPPORTUNITIES at The Black Cultural Centre

Job Title: Researcher / Collection Assistant (1 Position Available)
Location: Cherry Brook, Nova Scotia
Duration: 8-12 weeks June – August 31, 2018: 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 18, 2017 - 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 is looking for energetic and creative individuals to inspire and welcome visitors to the museum and interpret the history of African Nova Scotians.

Job Description: The successful candidate will be required to complete several tasks related to program development, research and curatorial support. Will be required to become familiar with the history, displays and exhibits of the museum to complete tasks associated with developing programs and research to educate and inform the community and visitors to the Centre, also work to electronically digitize and record artifacts to support the museum collection. Repair, maintain and update museum displays and exhibits. Provide outreach during community events and activities associated with African Nova Scotian culture and history.

Duties: Provide assistance to visitors and provide guided tours as well as provide support to researchers and educators. Fulfill requests for those seeking photo reproductions, research materials and artifacts. Cataloging of digital records and organizing information so that data can be searched via keyword or description. The position will also include duties associated with special program development and general museum operations.

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
- Ability to read/write French would be an asset.
- Basic computer skills: Microsoft Office

Important Notes:

Please be advised of the eligibility criteria for the positions:

The eligibility criteria are as follows:

- be legally entitled to work in Canada;
- be 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 (young-canada-works.canada.ca);
- be willing to commit to the full duration of the work assignment;
- not have another full-time job (over 30 hours a week) during the summer period;
- have been a full-time student (as defined their educational institutions) in the semester preceding their job with summer employment; and intend to return to full-time studies in the semester following their summer job.

All applicants must meet the eligibility criteria and must be approved by the Summer Employment Program funding agencies.

How To Apply:

Step 1: Register online at Young Canada Works (young-canada-works.canada.ca)

Step 2: Submit resume and cover letter via email: jobs@bccns.com or via fax: **902-434-2306**

**Application Deadline: May 18, 2018 - 4pm.
Only successful candidates will be contacted.**

The Black Cultural Society is grateful for the support of Young Canada Works and the Service Canada Summer Employment Program.