

2025 Summer Employment Program

Job Description

Title: Historical Researcher/Marketing Assistant

Location of work: St. Mary's River Association, Sherbrooke, Guysborough County, Nova Scotia. (8404 Highway #7)

Term of employment: July 1- August 24

Number hours worked per week: 35 hours

Wage: \$15.70/hr

Duties:

The position is for a historical researcher/museum assistant who will assist in researching historical information of the St. Mary's River for new interpretive panels and who will act as an interpretive guide at the St. Mary's River Association Education & Interpretive Centre.

Specifically, the employees will:

- create promotional material (i.e. create posters and social media posts to promote events)
- develop and administer educational programs/activities for adults and/or youth
- assist with public relations
- assist with updating centre displays
- merchandising for gift shop including sales in cash and use of debit machine
- Update social media platforms (Twitter, Facebook and Instagram) and SMRA website.
- Other duties as required including maintenance of the museum interior and exterior (cleaning floors, dusting displays, painting, mowing, etc)
- Acting as Museum Interpretive Guide

Qualifications:

- Applicants must be entering full time post-secondary studies in the fall or continuing full-time post-secondary studies
- Social media experience
- Willingness to work independently.
- Competence with standard software packages
- High quality writing skills
- Writing experience would be an asset.
- Preference will be given to applicants with own vehicle.
- Must be willing to work weekends.

Please submit your resumes in person at the St. Mary's River Association or email at info@stmarysriverassociation.com by 4:00 pm on May 23rd, 2025.