

## Nova Scotia Highland Village Society Employee Job Description

POSITION TITLE: COLLECTIONS ASSISTANT	NAME: TBA	DEPARTMENT: COLLECTIONS
SUPERVISOR TITLE: HIGHLAND VILLAGE MUSEUM COLLECTIONS MANAGER	APPROVED BY: EXECUTIVE DIRECTOR	DATE APPROVED: 2026-01-15

### 1.0 POSITION SUMMARY

Reporting to the Highland Village Museum Collections Manager, the Collections Assistant supports the care, documentation, access, and management of the Highland Village Museum's archival holdings and the Nova Scotia Museum's artifact collections located on site. This position assists with day-to-day collections and archives work, contributes to defined collections projects, and supports the long-term stewardship, documentation, and accessibility of cultural resources at Baile nan Gàidheal | Highland Village Museum.

This position is a temporary, project-based role intended to support collections capacity, documentation improvements, and succession planning within the Collections and Archives department.

### 2.0 TYPICAL DUTIES

The Collections Assistant is responsible for the following typical duties, in accordance with the policies and plans of the Nova Scotia Highland Village Society and the policies and procedures of the Nova Scotia Museum.

#### 2.1 Collections Management (Nova Scotia Museum Artifacts)

- Assist with artifact inventories, audits, and reconciliation under the direction of the Highland Village Museum Collections Manager
- Support artifact documentation, numbering, labeling, and photography following NSM standards
- Assist with environmental monitoring, housekeeping, and preventive conservation activities
- Report condition issues, risks, or required conservation actions to the Highland Village Museum Collections Manager
- Assist with artifact movement, storage organization, and rehousing projects
- Adhere strictly to NSM collections management policies and handling procedures

#### 2.2 Archives Management (Highland Village Archives)

- Assist with the arrangement, description, and housing of archival materials owned by the Highland Village Museum
- Support basic archival processing, including file organization, data entry, and metadata creation
- Assist with digitization projects, including scanning, file naming, and basic quality control
- Support reference requests and internal research needs under staff supervision
- Maintain archival storage areas in accordance with best practices

#### 2.3 Collections Projects

Working in consultation with the Collections Manager, the Collections Assistant will support in multiple defined projects, including:

- Artifact inventory verification and documentation cleanup
- Archives backlog reduction or re-housing project

- Development of internal documentation tools
- Sitting on Collection Storage Committee and other Collection Management Committees as required
- Preparation of collections data or images to support interpretation, research, or digital initiatives

#### **2.4 Research and Interpretation Support**

- Assist collections and interpretation staff with object or archival research as requested
- Support the preparation of materials for exhibits, programs, publications, or digital content
- Respond to internal information requests related to collections or archives

#### **2.5 Reporting and Planning**

- Maintain accurate records of work completed and time allocated to projects
- Participate in departmental meetings and planning sessions as required
- Contribute to project summaries or end-of-term documentation

#### **2.6 Other**

- Adheres to the Occupational Health and Safety Policy for a safe workplace
- Adheres to policies of the Nova Scotia Highland Village Society and the Nova Scotia Museum
- Participates in training and professional development relevant to the position
- Performs other related duties as required to meet operational needs

### **3.0 KNOWLEDGE, SKILLS & ABILITIES**

- Demonstrated knowledge of museum collections and archival practices
- Strong organizational skills and attention to detail
- Ability to follow established procedures and documentation standards
- Demonstrated ability to work independently and as part of a team
- Strong written and verbal communication skills
- Comfort working with databases, spreadsheets, and digital files
- Experience in Nova Scotia history, Gaelic culture, or community heritage is an asset

### **4.0 EDUCATION & TRAINING REQUIREMENTS**

- Post-secondary education in Museum Studies, Archival Studies, History, Information Management, or a related field, and 3-5 years' related experience in the museum or heritage field
- Experience working with museum collections, archives, or heritage materials is an asset
- WHMIS Certification
- A clean criminal records check must be provided prior to hiring. Subsequent checks are required every five years

### **5.0 WORKING CONDITIONS & ENVIRONMENT**

- Work is primarily conducted onsite and indoors, in collections and archival storage areas, with some work in historic buildings
- Tasks may include standing, bending, occasional lifting of objects up to 20lbs, and working at a computer
- Occasional evening or weekend work may be required depending on project needs

Disclaimer: Job Descriptions are not all-inclusive. This Job Description describes the general nature and level of work being performed by employees assigned to this position. Employees may perform other related duties and tasks as required to meet the needs of the operation.

EMPLOYEE'S SIGNATURE: \_\_\_\_\_

SUPERVISOR'S SIGNATURE: \_\_\_\_\_

DIRECTOR'S SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_