

## Job Description

### **Job Title: Archival Assistant**

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#### **Job Overview**

The Minudie Heritage Association Office and Archives are currently looking for an enthusiastic person to join our team.

We are a not for profit office and archives located in River Hebert, Nova Scotia. The Amos Thomas Seaman House Archives is a registered archive with the Council of Nova Scotia Archives and is located in the village of River Hebert located approximately 28 kilometers from Amherst. Our vision is to preserve all records of significant value that documents the history of the Minudie Area. Our mandate is to: 1). Acquire historical artifacts/records relevant to the history of the Minudie Area 2). To preserve and protect the historical artifacts of the collection and to provide a source of genealogy for the visiting public. We are looking for an enthusiastic employee who enjoys history, research and expanding their knowledge of Archival work. The Archival Assistant will work closely with the archivist and other volunteers and be a part of the working team that ensures the documents (letters) in the archives are documented accurately.

#### **Responsibilities and Tasks**

- greet visitors and provide information about the archives
- Provide background history of the letters
- Provide background historical information about the Minudie Area, its inhabitants and businesses leading to the growth of the area and how these are connected to the letters
- Create accession records for each letter which includes the transcribed version of the letter
- Create a finding aide for the letters
- Create a fonds descriptive form of all the letters when this project is complete
- Save, print, file the accession forms
- Be a part of the job training in archives. Take part in the on line educational opportunities provided by the Council of Nova Scotia Archives

#### **Qualifications**

- high school diploma or equivalent
- Strong verbal communication skills
- Take an avid interest in museum studies and history
- Ability to work independently and be self motivated
- Ability to work as an effective team member
- Flexible
- Organized
- Accurate
- Reliable
- Effectively communicate using computers

- Excellent oral and written communication skills

**Terms of Employment:**

**Place:** Minudie Heritage Association Office and Archives (Amos Thomas Seaman House Archives), River Hebert

**Rate of Pay:** \$16.50/hour. 35 hours a week (as outlined in the JCP program)

**Start Date:** April 6, 2026. **End Date:** April 2, 2027

**Work Schedule:** 5 days per week

**Location:** MHA office and Archives. 2730 Barronsfield Road

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**Overview**

Languages: Fluent English; French Language skills an asset

Education: Secondary School graduate certificate

Experience: No experience necessary. On the job training provided.

Excellent oral and written communication skills needed

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**Technology Qualifications**

Google Docs

Word processing

Electronic email

MS word/ libre office

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**You must be Labour Market Development Agreement (LMDA) eligible to access the Job Creation partnership**

To be LMDA eligible you must meet one of the following.

- have a current employment insurance claim (EI)
- Have had an EI claim that ended within the last 60 months
- Have been employed with gross insurance earnings of \$2000 or higher annually , in at least 5 of the last 10 years

You must also have been previously attached to the labour force and your application will be assessed for Labour Force Attachment (LFA)

To apply:

Please email a cover letter and resume , including two references to [nakirkbride54@gmail.com](mailto:nakirkbride54@gmail.com)