

YCW Web Site Job Poster

ARCHIVAL COLLECTIONS ASSISTANT (BILINGUAL)

15 wks* (May 11/26 to Aug. 21/26) *Dependent on funding

35 hrs/wk, includes occasional evenings and weekends.

Wage: \$18.20/hour

Location: Argyle Township Court House & Archives, 8162 / 8168 Hwy 3, Tusket, NS

Driver's License required.

AN OPPORTUNITY TO WORK AT ONE OF NOVA SCOTIA'S FEW MUNICIPAL ARCHIVES AND TO GAIN TRAINING AND EXPERIENCE IN A WIDE RANGE OF ADMINISTRATIVE FUNCTIONS WITHIN AN ARCHIVES.

We seek an enthusiastic, personable, well-organized person, who possesses good communication skills, with a high attention to detail, to join our team for this seasonal position. Fluent English is required and French considered a strong asset.

Duties* include:

- I. Assist with processing archival materials: Learn how to appraise, accession, arrange and describe archival materials according to established practices and standards.
- II. Assist with applying preservation techniques to bound newspapers in archival collection.
- III. Work within our various databases.
- IV. Research and write an article for the Historical Society's quarterly publication, "The Argus," due by end of term.
- V. Assist with the compilation, production, and distribution of the summer issue of the *The Argus*.
- VI. Assist other staff with execution of special events.
- VII. Occasionally provide interpretive tours at the Argyle Township Court House & Gaol Museum, as needed.
- VIII. Provide archival reference and research services as needed.
- IX. Provide bilingual service to our patrons.

* Full job description is available upon request.

Successful candidates will be enrolled in a university or community college program, with preference given to students in the following fields of study: Archival, Library or Information Science, Museum Studies, History, Education, Public Relations, or Journalism. Good organizational and communication skills are required. Any previous work or experience with archives, libraries, museums or similar institutions will be considered an asset. Good IT skills are required and preferably a strong knowledge of Microsoft Office Suite. The candidate must be fluent in the English language and being able to communicate in French will be considered a strong asset. Candidates should have a valid Nova Scotia driver's license or a reliable method of transportation. Candidates must be between 16 and 30 years of age and must be registered with the Young Canada Works Candidate Inventory. Candidates must have been a full-time student (as defined by his or her educational institution) in the semester preceding the YCW job and intend to return to full-time studies in the semester following the YCW job. Applications are invited from all qualified candidates, including Indigenous, women, people of any sexual orientation, gender identity or gender expression, visible minorities, racialized people, people with disabilities and new Canadians.

Applications are invited from all qualified candidates, including Indigenous, women, people of any sexual orientation, gender identity or gender expression, visible minorities, racialized people, and people with disabilities.

Deadline to apply is April 24, 2026 at 4:30pm.

To apply, candidates should submit résumé and cover letter to:

Judy Frotten, Heritage Development Officer
Argyle Township Court House & Archives
PO Box 101, 8162 Hwy 3, Tusket, NS B0W 3M0

Email: jfrotten@argylecourthouse.com

Telephone: 902-648-2493

Website: <https://argylecourthouse.com/>

