

## Heritage Revitalization Coordinator

The Sydney Mines Heritage Museum is seeking a motivated individual to take the lead on a revitalization of our displays and programming. Located in Sydney Mines, a former coal and steel town in Cape Breton, Nova Scotia, the Heritage Museum tells the story of the town's industrial and civic history. The successful applicant will be responsible for designing and implementing updates to better align with community needs, increase accessibility and interactivity, and include 'hidden' stories of marginalized voices within our community. Updates will be informed by a series of stakeholder consultations that the applicant will facilitate, as well as a learning audit of peer institutions across the island. Note: Applicants must meet the funding criteria outlined at the end of this document.

### Responsibilities:

- Conduct site visits to 10+ regional museums to identify transferable elements to the Heritage Museum
- Lead focus groups and meetings with local educators and community leaders to align museum programming with current needs
- Research, design, and physically install a new display, with a focus on underrepresented narratives
- Audit and replace legacy signage to improve accessibility (font/language) and integrate interactive and multi-media elements
- Supervise summer students and volunteers on collaborative gallery update tasks
- Facilitate community events and assist with tours and researcher visits, where required
- Create an end-of-project "legacy document" to guide future museum improvements

### Requirements:

- A bachelor's degree or above in history, museum studies, or a related field
- Excellent organizational, communication, and analytical skills
- An ability to work independently
- Experience with project management, focus group leadership, and/or staff supervision
- Proficiency with Microsoft Office

### Desired skills:

- Expertise in industrial and/or marginalized peoples' history
- Experience in exhibit design
- Experience in accessible design
- Experience in report writing
- Proficiency in graphics or video software
- Proficiency in French

### Work Hours and Dates:

7 hours per day, 5 days a week (35 hours/week). Occasional weekends, evenings, or holidays will be required. As an employer, we are highly flexible, where possible, in terms of scheduling to accommodate family or other needs. The position will run from May 25 to Dec. 21, 2026. Start date is negotiable.

**Number of positions:** 1

**Salary:** \$23/hour.

**Place of employment and transportation:**

The position is based out of Sydney Mines, but will require travel to other communities on the island for museum visits. A driver's license and access to a vehicle or alternative means of transportation is required. (Gas and some other expenses will be reimbursed.)

**Benefits of position:**

As a workplace, the Heritage Museum prides itself on being accessible and supporting differences. The applicant will work with a small, supportive group of colleagues passionate about history. Throughout this project, they will benefit from opportunities for mentorship and skills development, both through the Curator and a wide network of academic and heritage mentors via Cape Breton University and partner museums. The project provides opportunities for self-direction, creativity, and leadership, with a tangible product at the end that will make an impact on the local community.

**Inclusivity statement:**

The Sydney Mines Community Heritage Museum is committed to building a team that reflects the diverse history of our community. We strongly encourage applications from Indigenous persons, members of visible minority groups, persons with disabilities, and individuals of all sexual orientations and gender identities. We recognize that talent comes from many backgrounds and look forward to hearing how your unique perspective can help us tell the "hidden histories" of Sydney Mines!

**How to apply:**

Applications, including a resume/CV and cover letter should be sent to Dr. Jason Loxton, Curator, at [cbfossilcentre@gmail.com](mailto:cbfossilcentre@gmail.com). Please indicate Heritage Revitalization Coordinator in the subject line. Applications close April 27<sup>th</sup>.

**YCW eligibility criteria:**

This position is funded in part through the Young Canada Works at Building Careers in Heritage program, and all applicants must be registered in the YCW candidate pool and meet the current YCW-BCH eligibility criteria. An individual may be eligible for an internship if they:

- are a Canadian citizen or a permanent resident, or have refugee status in Canada (non-Canadians holding temporary work visas or awaiting permanent resident status are not eligible);
- are legally entitled to work in Canada (have a valid social insurance number);
- are between 16 and 30 years of age inclusively at the start of employment; and
- are a college or university graduate (certificate, bachelor's, master's or doctorate).

Note: Priority will be given to graduates that have not previously participated in YCW internship programs and that are unemployed or underemployed.

Details: <https://www.canada.ca/en/canadian-heritage/services/funding/young-canada-works/students-graduates/careers-heritage-graduates.html>