



New Ross District Museum Society, operating Ross Farm Museum for the Province of Nova Scotia since 1970

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## **Ross Farm Museum is NOW HIRING for the position of: PERIOD CLOTHING COORDINATOR**

Reports to: Site Manager

Ross Farm Museum is a window into the past of Nova Scotia's rich agricultural history with many things to see and do that the whole family will enjoy. Established in 1970, Ross Farm Museum is located on Highway 12 in New Ross, Nova Scotia. It is a living, working, farm museum depicting 150 years of agriculture in the province.

The position of Period Clothing COORDINATOR is an essential component of the Ross Farm Museum staff. This position is a full-time, year-round, permanent position with a performance review after the first six months of employment.

As a Period Clothing COORDINATOR you are expected to research, produce, clean and repair period clothing for use by the farm museum staff. Your trade is not usually on display or demonstrated to the farm visitor but it is central for all staff in demonstrating the Ross Farm way of life. You also order materials and supplies and take annual inventory and work with Site Manager and new staff to ensure that at least one set authentic clothing (and sometimes two sets) is available to each interpreter.

You and your coworkers are responsible for demonstrating trades or crafts authentic to the Ross Farm way of life. This must be done in a pleasant and informative way while maintaining safety and producing saleable goods for the gift shop and use on the farm. You are trained by drawing information from the guides' manual, documentation and requesting information from the Assistant Site Manager. New trades and crafts people will learn by doing under the guidance of a seasoned trades or crafts person in an apprentice type process.

### **Responsibilities:**

- General seamstress skills appropriate to clothing production in 1816-1916
- Care, cleaning and repair of period clothing
- Period clothing research
- Measure and fit patterns
- Oil and service sewing machines
- Take inventory
- Ensure proper documentation of all new garments
- Informing staff of the appropriate way to wear and care for their period clothing
- Willingness to interpret onsite to visitors, in period clothing

### **Expectations:**

- Able to work at least 24 hours each week (3 days/week) for 30 weeks of the year with scheduled time off
- Able to work on alternate weekends, flexible with scheduling
- Able to learn to do demonstration to the public
- Able to work 8-hour shifts
- Available as soon as possible.

The ability to work well and co-operatively with Managers, Interpretation Coordinators, Coworkers and Visitors is essential. Please apply if you feel you meet most of the below characteristics and are willing to learn/be trained.

### **Desired Skills/Experience:**

- knowledge of traditional seamstress skills including pattern research and fitting, and clothing creation
- knowledge of appropriate materials and supplies used in this traditional work
- ability to mend or make adjustments to clothing to fit properly
- basic sewing machine maintenance
- ability to create appropriate garment documentation and inventory skills
- knowledge of family farm life, farm work as it was carried out from 1816 until 1916
- skill in working as a team
- Willingness to learn and be trained

**Assets:**

- Practical experience in sewing and heritage textiles.
- Standard First aid and CPR
- Experience with the public
- Some experience in a second area: gardening – for example
- Language skills in a recognized Nova Scotian language other than English – French, Mi’Kmaq

As a Ross Farm employee... It is the collective responsibility of all Ross Farm Museum staff to educate visitors, both through demonstration and oral history. In order to showcase Ross Farm Museum living history, staff identify and maintain knowledge, skills and artefacts pertaining to Nova Scotia's agricultural and rural heritage. The family farm life requires knowledge and interpretation of land-based resources – hay, crops, wood, vegetables, fruit and animals- and the local weather and seasons that impact them. Staff create for visitors, an understanding of the Ross Farm way of life and its heritage, by learning and interpreting this knowledge and these skills. This learning is done through research, guide manuals, documentation, and through hands-on training and assistance from experienced team members and Interpretation Coordinators. All staff are collectively responsible for the General Duties on the farm. Staff are also responsible for assisting in developing and implementing annual revenue generating programs and production plans.

## **Cover letter & Resumes and all supporting documents must be received at Ross Farm by 5:00pm May 27, 2022**

Supporting documents may include relevant professional certifications (OHS, First Aid, Drivers Abstract, etc.). These are not required at the time of application but may be requested for the interview if such certifications are indicated in the resume.

The successful candidate will be asked to submit a Criminal Records Background Check and a Child Abuse Registry check available from the RCMP detachment office of the jurisdiction of your residence.

Ross Farm Museum is open to the public 12 months a year.

Competitive pay. 24 hrs per week. Bi-weekly pay periods.

### **Apply in writing via post or email to:**

**Ross Farm Museum 4568 Highway 12 PO Box 238 New Ross, N.S. B0J 2M0**

Attn: Barry Hiltz - SPECIFY APPLICATION FOR PERIOD CLOTHING COORDINATOR

E-mail [Barry.Hiltz@novascotia.ca](mailto:Barry.Hiltz@novascotia.ca)

Phone: 1-877-689-2210

**Only those selected for an interview will be contacted**

Candidates to be interviewed should expect to be contacted by or before May 20 to arrange an interview date. At the interview the candidate will be asked to discuss the skill-set outlined in their resume and cover letter, be given a tour of the museum and a description of activities that take place year round, and may be asked to spend part of the day working with our period clothing staff, both onsite in interpretation and in the production room.

Candidates selected for interview should expect the process to last the day. It is fundamental that applicants are confident they can approach the practical component safely. Candidates are expected to bring a pair of CSA approved Grade 1 – Green Triangle steel-toed boots to the interview.

Our goal is to be a diverse workforce that is representative, at all job levels, of the citizens we serve. We welcome applications from Indigenous People, African Nova Scotians and Other Racially Visible Persons, Persons with Disabilities and Women in occupations or positions where they are under-represented. If you are a member of one of these equity groups, you are encouraged to self-identify on your application.

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