

Volunteer Opportunity

Marketing Assistant

The volunteer Marketing Assistant will work as part of a close and enthusiastic team to promote events and exhibits online for members of the Kingston Association of Museums, Art Galleries, and Historic Sites (KAM). The objective is to increase public engagement with member institutions through improved marketing efforts.

Roles and Responsibilities

- Research and write short articles about each of KAM's 34 member sites, highlighting key features
- Contact KAM member site representatives to collect information for promotions and articles
- Gather data to measure the impact of marketing efforts
- Attend monthly KAM Marketing Committee meeting (3rd Thursday, 1 p.m.)

Skills and Experience

- Strong communication and organizational skills; attention to detail is required
- Excellent writing and storytelling abilities
- Strong understanding of marketing and communication strategies
- Technological skills must include MS Office suite (i.e. Word, Excel, Publisher)

Time Commitment

Flexible hours and opportunities to work both/either in the KAM offices and/or from home.

If this sounds like you, please fill out a Volunteer Application form and submit your completed form by e-mail to volunteer@kingstonmuseums.ca or drop off in person to the KAM offices.