

# Job Posting



Position: Museum Assistant

Deadline: Friday 27 March 2020

The Marine Museum of the Great Lakes at Kingston seeks **two Museum Assistants** with excellent customer service skills to assist Museum staff with community outreach programs, communications and collections management tasks throughout the busy summer season. The Museum Assistant will be exposed to a variety of activities that keep a museum working in both “front of the house” and “back of the house” operations. This position is a great opportunity to work in a friendly, creative and collaborative work environment while developing education programs, communications and collections management skills. The Museum’s mission is to inspire an enduring connection to the maritime heritage of Kingston and the Great Lakes. These are full-time summer positions funded by Canada Summer Jobs and Young Canada Works.

## Key areas of responsibility:

- Assist the Programs and Communications Manager in the development and delivery of public program activities throughout the summer to youth camps and the general public.
- Help research and develop community programs in collaboration with the Programs and Communications Manager.
- Greet visitors to the Museum gallery, give interpretive tours of the gallery to enhance visitor experience and track visitor feedback and attendance.
- Assist in the management of social media and digital media communications, helping to increase and maintain current activity on Facebook, Twitter and Instagram.
- Assist the Museum Manager with administrative tasks.
- Other responsibilities may include organizing archival materials and artefacts to improve accessibility of the collections for research.

## Preferred Qualifications and Skills:

- Must be eligible for funding under the terms of the Young Canada Works or Canada Summer Jobs grant programs.
- Must have excellent customer service and communication skills with youth and adults.
- Education or experience in developing and delivering educational programs, environmental science or history an asset.
- Computer literate in Microsoft Excel and Word; graphic design experience is an asset.
- Experience with social media page management and marketing is an asset.
- Ability to work independently or with a small team in a public environment.
- Must be willing to work weekends throughout the summer, including Labour Day weekend.
- Must have driver’s license.

To apply, please email a cover letter and resume to Doug Cowie at [manager@marmuseum.ca](mailto:manager@marmuseum.ca). We thank all applicants for their interest, however, only those selected for an interview will be contacted.

**Deadline for applications is Friday, 27 March 2020, interviews will take place shortly after.**