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## **Museum Assistant (2 positions)**

The Murney Tower Museum is a local history museum operated by the Kingston Historical Society in partnership with Parks Canada since 1925. It is located in one of four Martello Towers in Kingston, which is part of the UNESCO World Heritage Site of the Rideau Canal and Kingston Fortifications. The Murney Tower Museum is also the oldest operating museum in Kingston, which will celebrate its 100th anniversary in 2025. As one of the landmarks of the city and a prime tourist location which is open to the public from Victoria Day through Labour Day, it attracts over 10,000 residents and local and international tourists every summer. The Murney Tower Museum is currently home to over a thousand domestic and military artifacts and offers guided tours, educational programs, special events, and exhibits.

The Murney Tower Museum is committed to employment equity and diversity in the workplace and welcomes applications from individuals from equity-seeking groups such as women, racialized/visible minorities, Indigenous/Aboriginal peoples, persons with a disability, persons who identify in the LGBTQ+ community and others who reflect the diversity of Canadian society.

### **Job Description**

Reporting to the Museum Manager, Museum Assistants will be in charge of the day-to-day operations of the museum, including providing service, responding to inquiries, overseeing museum admissions, giving guided tours, assisting visitors, keeping records and undertaking additional educational and collection-related duties. Museum Assistants will be the first point of contact at the museum and communicate the museum's role in the cultural and military history of Kingston to a broad range of audiences. As regular onsite staff, they will be in charge of the day-to-day operations of the museum and offer assistance and guided tours to the public. They will play a pivotal role in the continued success of the museum's onsite operations and public engagement activities.

Duties will include:

- Opening and closing the museum;
- Greeting visitors;
- Giving directions and explaining the museum, its history, and its exhibits to visitors;
- Giving tours to individuals or groups;
- Patrolling the museum;
- Performing general reception duties such as answering phones and emails;
- Helping to keep the museum clean and tidy;



- Maintaining records such as visitor demographics and evaluations;
- Handling donations;
- Providing service in English and/or French to visitors;
- Helping the Manager to set up, move and change exhibits and collections when needed;
- Assisting the Manager with the running of special events and summer activities
- Assisting the Manager with the development and implementation of new projects;
- Assisting the Manager with grant writing;
- Selling catalogues, books, postcards and other souvenirs in the museum shop.

In addition to day-to-day duties, Museum Assistants will work with the Manager who will provide mentorship and professional development opportunities to the candidates. Assistants will also have an opportunity to work on different aspects of museum work including handling and researching collections, undertaking educational activities, developing new projects, and promoting the museum on digital platforms.

This is a **temporary full-time** position running between **6 May and 2 September 2024**.

Rate of Pay: \$17.00

Hours: 9:45-5:15, 35 hours a week. Evening, weekend and statutory and public holiday shifts may be required.

### Candidate Profile

The ideal candidate for the role of Museum Assistant will be enthusiastic about museums and local history and interested in a career in the museums and heritage sector. They will also be able to provide excellent customer service to attend to the needs of museum visitors and provide an excellent guided tour to disseminate historical information. Given that the main task of the assistant is to give guided tours to the public and assist museum visitors, excellent interpersonal and communication skills and a keen interest in nineteenth-century social, cultural, and military history are required. The ideal candidate will have excellent intercommunication and customer service skills and will be a first-, second-, third-year undergraduate student, or graduate student, returning to university in the Fall 2024.

Ideal skills are as follows:

- Excellent communication, interpersonal, and analytical skills;
- Advanced written and oral communication skills;
- Excellent customer service skills;
- Advanced computer skills;
- Attention to detail;
- Ability to work both independently and as a team member;
- A strong work ethic and excellent, demonstrable organizational skills;



- The ability to perform well under pressure and to assess and prioritize workload.

Assets:

- Fluency in French;
- Knowledge of an additional language;
- Prior museum experience;
- Prior customer service experience;
- Prior public speaking experience;
- Prior experience working with students and children.

Eligibility

This position is funded by the **Young Canada Works** program which has a set of eligibility conditions. Students are eligible to apply if they:

- a) are a Canadian citizen or a permanent resident, or have refugee status in Canada;
- b) are legally entitled to work in Canada;
- c) are between 16 and 30 years of age at the start of employment;

A Police Reference Check will be required as a condition of employment for this position.

Please send a **cover letter** and **resume** to the museum's Manager, Dr. Simge Erdogan-O'Connor at [manager@murneytower.com](mailto:manager@murneytower.com).

**Application Deadline: 13 February 2024.**

Mailing address: PO Box 54, Kingston, ON., K7L 4V6.

Email: [manager@murneytower.com](mailto:manager@murneytower.com)