Chief Museum Assistant (1 position)

Murney Tower Museum is a small, local museum operated by the Kingston Historical Society in partnership with Parks Canada. It is one of four Martello Towers in Kingston and is part of the UNESCO World Heritage Site of the Rideau Canal and Kingston Fortifications. It is also the oldest operating museum in Kingston, having celebrated its 95th birthday in 2020. The museum has over a thousand domestic and military artifacts and offers tours, programming, and exhibits.

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

The Chief Museum Assistant will be in charge of the daily operations of the museum. The primary duty of the Chief Museum Assistant will be to manage and oversee all daily operations, provide weekly updates to the manager/curator, coordinate among team members, and track finances. Museum Assistants are the regular onsite staff and will offer tours to the public. Each Assistant will closely work with the Museum Manager/Curator and develop key skills in collections, education, guided tours, marketing, social media, and visitor relations.

Performing key administrative duties, the Chief Assistant will play a pivotal role in ensuring the smooth running of the museum operations, maintaining communication between the onsite staff and manager, guaranteeing that all visitors receive a high-quality museum experience that enhances their leadership skills and knowledge and appreciation of the museum and its history.

Rate of Pay: $16.00

Hours: 9:45-5:15, 35 hours a week, From May 8th to September 4th (Must be willing to work a variable schedule including weekends, statutory holidays and overtime)

Candidate Profile

The ideal candidate for the role of Chief Museum Assistant will demonstrate strong leadership, organization and decision making skills, which are essential for this position. They will be enthusiastic about museums, and/or local history, and be interested in a career in museums and/or heritage. They will also be willing to take initiative and conduct administrative tasks. Given that one of the main tasks of onsite staff is to interpret for the public the artifacts and history of the Murney Tower Museum, good public speaking skills and a keen interest in nineteenth-century social, cultural, and military history are highly valued. The ideal candidate will be a first-, second-, or third-year or graduate student returning to university in the fall. While a history or theatre major is preferred, it is not essential.

Ideal skills are as follows:

• Strong leadership skills
• Strong decision-making skills
• Excellent problem-solving skills
• Excellent communication, interpersonal, and analytical skills, including conflict resolution skills
• Ability to work both independently and as a team
• A strong work ethic and excellent, demonstrable organizational skills
• The ability to perform well under pressure and to assess and prioritize workload
• Advanced written and oral communication skills
• Advanced computer skills

Assets:

• Prior museum experience
• Knowledge of French
• Knowledge of an additional language
• Experience with children
• Tour guide experience
• Experience with POS systems
• Cash handling experience
• Experience scheduling
• Event planning experience

Please note that this position is offered through the Young Canada Works and Canada Summer Jobs grant programs, therefore, the candidates should meet the following criteria:

- Must be a student returning to full-time studies in the fall;
- Must be a Canadian citizen or Temporary Resident;
- Must be between 16 and 30 years of age at the start of employment.

Please email a resume and cover letter to museum manager, Simge Erdogan-O'Connor at manager@murneytower.com.

Application Deadline: **February 23, 2023.**