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

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

Museum Assistants will be in charge of the museum's marketing and educational initiatives and day-to-day operations, including responding to inquiries, cleaning tasks, admission, and visitor assistance. Museum Assistants are the first point of contact at the museum. They are the regular onsite staff and will offer assistance and tours to the public. Each Assistant will work with the Museum Manager/Curator on different aspects of museum work including handling and researching collections, undertaking educational activities, developing new projects, and promoting the museum on digital platforms.

Rate of Pay: \$15.50

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 will be enthusiastic about museums, and/or local history, and interested in a career in museums, heritage, and/or education, marketing, and public relations. They will also be eager to explore and develop skills in different aspects of museum operations including communications, education, and collections, ensuring the circulation and dissemination of all museum updates to the public. Given that the main task of assistants is to interpret for the public the artifacts and history of Murney Tower Museum, a keen interest in nineteenth-century social, cultural, and military history is highly valued. The ideal candidate will be a first-, second-, third-



year or graduate student returning to university in the fall. A theatre, education, or history major is preferred, it is not essential.

Ideal skills are as follows.

- Advanced written and oral communication skills
- Advanced computer skills
- Proficiency in Microsoft Suite and familiarity with various social media platforms, including but not limited to Facebook, Instagram, and Twitter
- Excellent communications, interpersonal, and analytical 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
- Great public speaking 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](mailto:manager@murneytower.com)

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