



Position Summary

The Heritage Programming Internship position will include mentorship opportunities with the City of Kingston's Program Coordinators. This position provides access to multiple City of Kingston Heritage sites including: Kingston City Hall National Historic Site, the PumpHouse Museum and the MacLachlan Woodworking Museum.

Interns are provided the ability to work at one or more of these sites, dependent on student preference for site placement and projects.

Opportunities

- Work alongside the programming team to develop and deliver programs and events. Project opportunities may include:
 - Researching and developing seasonal educational events
 - Delivering K-12 curriculum-aligned education programs
 - Bringing your ideas to the table to help update and improve existing programming
- Learn about accessibility and inclusivity and their critical role in public programming.
- Assist with the research, planning, and development of educational and public programming for the PumpHouse Museum's upcoming archaeology exhibition.
- Support the development and delivery of programming connected to the current music exhibition at Kingston City Hall National Historic Site.
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- Gain experience interpreting heritage themes through engaging, hands-on activities for a variety of audiences.
- Participate in the planning and delivery of Heritage Services' signature seasonal events, including Winter Light and All Aboard, gaining experience in large-scale public event coordination.
- Assist with creating program materials, activity plans, and educational resources for visitors of all ages.
- Observe and participate in program evaluation, using participant feedback to help improve future programming.

Duties

- Develop and assist with the development and delivery of heritage programs, workshops and events (please note: training will be provided)
- Conduct research to support the development of exhibition-related educational programming and activities;
- Assist with preparing program materials, activity supplies, and event logistics;
- Support program setup, facilitation, and teardown at museums, historic sites, and special events;
- Interact with visitors of all ages in a welcoming, professional, and inclusive manner;



- Collaborate effectively as part of a large team within the Heritage Services department;
- Assist with evaluating programs and documenting participant feedback to inform future program development;
- Adhere to Corporate Health & Safety protocols;
- Other duties as assigned;
- Placement hours to be determined upon placement start.

Preferred Skills and Abilities

- Research
- Program development (or desire to gain experience in the area)
- Educational program delivery (or desire to gain experience in the area)
- Public speaking
- Bilingualism (English and French) highly desired; additional languages also welcome;
- Ability to multi-task, adapt to change, solve problems, work independently and be self-directed when needed is essential.