



## Position Summary

The Heritage Programming Internship position will include mentorship opportunities with the City of Kingston's Heritage Programming team, including the Assistant Supervisor, Heritage Programs and City of Kingston Curators. This position provides access to multiple City of Kingston Heritage sites including: Kingston City Hall National Historic Site, the PumpHouse Museum, the MacLachlan Woodworking Museum and the City of Kingston Civic Collection.

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. Opportunities may include: heritage-focused bike tours; K-12 education programs; woodworking workshops; and evening events (e.g. a craft brews at the PumpHouse).
- Assist with curatorial projects and exhibitions through research, project planning, general collections care and handling, exhibition implementation, presentation and interpretation. Training and mentorship will be provided at every turn!
- Discover the basics of learning theories and how to essentialize your research for a wide range of audiences.
- See the project cycle in action as you move from idea to execution to evaluation. Contribute your own ideas while remaining current with historical research.

## Duties

- Develop and assist with the delivery and execution of heritage programs, workshops and events (please note: training will be provided);
- Collaborate effectively as part of a large team within the Heritage Services department;
- Research, writing and exhibition development;
- Adhere to Corporate Health & Safety protocols;
- Other duties as assigned;
- Placement hours to be determined upon placement start.

## Preferred Skills and Abilities

- Research, educational or public program delivery (or desire to gain in 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.