



Programs Assistant Placement

The Great Lakes Museum seeks a **Program Assistant** with excellent written and oral skills to assist with the development and facilitation of education programs, outreach programs and special events, and assist with guest services. This placement is a great opportunity to work in a friendly, creative and collaborative work environment while developing program delivery and development, project planning and communications skills. The Museum's mission is to inspire an enduring connection to the maritime heritage of Kingston and the Great Lakes.

Key areas of responsibility:

- Development and delivery of public programs and activities and special event activities at the Great Lakes Museum
- Development of one, 30-minute adult education session
- Perform docenting duties such providing information and demonstrations to visiting public, and supporting guided tours on the S.S. Keewatin
- Represent the Museum at community events and act as an ambassador for the Museum by promoting its mission, projects and experiences to encourage repeat visits and experience bookings
- Provide front-line guests services including greeting visitors, providing wayfinding, checking-in guests, processing ticket sales and gift shop purchases

Supervised by: Claire Notman, Visitor Experience Manager

Physical requirements:

- Ability to stand for long periods of time and lift up to 20lbs
- Ability to navigate narrow hallways and steep stairs
- Ability to work in changing environmental conditions; cold, heat, humidity
- Ability to climb set of 12 stairs to reach administrative area of the museum

Accessibility Considerations:

The S. S. Keewatin is not an accessible ship. Gangways, stairs and narrow corridors do not allow for the use of mobility devices. Candidates must be able to navigate narrow stairs, high doorway thresholds and uneven ground. The ship is not climate controlled and can become very hot and humid during the summer months.

Location of placement: Great Lakes Museum, 55 Ontario Street, Kingston

