

# Job Posting

Position: Research Assistant



The Great Lakes Museum seeks **two Research Assistants** with excellent customer service skills to assist with research and content development for the Museum's *Know the Ropes* online blog, and exhibits and interpretation relating to the SS Keewatin. There are two projects open for Research Assistants:

**Project 1** - will work with the Museum Manager to research the history of and relating to the Museum's new ship, the SS Keewatin. This research will support exhibit development, interpretation and social media content.

**Project 2** – will work with the Programs and Communications Manager to research and write curated articles for the Museum's blog, *Know the Ropes*. This will also involve supporting blog promotion and social media content.

These positions are a great opportunity to work in a friendly, creative and collaborative work environment while developing research, writing 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:

- Research the history of the Museum's new museum ship, the SS Keewatin, along with contextual history relating to Great Lakes passenger steamships
  - a. Submit research summaries on a regular basis
  - b. Coordinate with other researchers
- Research and write compelling articles related to Great Lakes maritime heritage themes and topics as agreed with the Programs and Communications Manager
  - a. Develop communication materials to support the promotion of the article
- Support ongoing research projects and tasks relating to exhibit development, public queries and program development

## Preferred Qualifications and Skills:

- Must have excellent customer service and communication skills.
- Education or experience in researching and writing articles, or passion and interest in maritime heritage and Canadian history is considered an asset.
- Experience working with archival documents an asset
- Computer literate in Microsoft Excel and Word; graphic design experience is an asset.
- Experience with social media page management and marketing is an asset.
- Ability to take initiative, work independently or with a small team in a public environment.
- Bilingual (French/English) is an asset.