



**kingston and  
area association**  
of museums  
art galleries +  
historic sites

## **Kingston & Area Association of Museums, Art Galleries and Historic Sites**

837 Princess St. Suite 302  
Kingston, ON, K7L 5G8

Managing Director: Jamie McKenzie-Naish

Office Coordinator: Debbie Holdich

### **Organization Background**

We are a not-for-profit professional network and collaborative resource hub supporting the Kingston region's cultural heritage sector.

The Kingston & Area Association of Museums, Art Galleries and Historic Sites, otherwise known as KAM, first emerged 40 years ago as a community-initiated, professional support network to promote public awareness and increase engagement across Kingston's cultural heritage sites through collective promotional and programming initiatives. KAM is also engaged in supporting its membership through the dissemination of information, sector best practices, and professional development opportunities. We do this through our four strategic pillars: Professional Development; Advocacy; Public Engagement; and Collaborative Partnerships.

Our members range from federally owned sites with professional staff, to sites which are member-owned and volunteer operated. Some operate seasonally; others are open year-round. Many have specialist collections that tell the stories and histories of our communities from local, regional and national perspectives. From its inception, KAM was driven by the ideal that by working collaboratively, despite differences in size, mandates and resources, cultural heritage sites and organizations could quite simply; do better together, improving practice and strengthening their connections within and across communities.

2020 marked our 40<sup>th</sup> anniversary and we have much to celebrate. As *the* professional network and resource hub within Kingston's cultural heritage landscape, KAM is committed to facilitating a resilient, innovative and responsive cultural heritage sector within the Kingston and area community.

Please see our [Strategic Framework: Resiliency and Renewal 2020-2025](#)

[www.kingstonmuseums.ca](http://www.kingstonmuseums.ca)

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### **Project Brief – Department of History Internship**

Public Engagement is one of KAM's four strategic pillars and as part of our strategic framework, KAM has identified the following outcome: "Capture, communicate and advocate the history and value of KAM's role within Kingston's cultural heritage landscape." To do this, KAM has committed to the following action or output:

- a. Initiate an **ORAL HISTORY PROJECT**, capturing KAM's 40-year history and narrative as an organization from its earliest inception to present day, exploring and extrapolating its core belief that 'we do better together;' and produce various multi-media resource to share and communicate this story with current KAM members, potential KAM members, stakeholders and the general public.

The student will continue work on the following projects (initiated by a previous History Intern in 2021/2022):

Part 1: Create an Archive - identify, organize, and archive documents related to the early years of KAM's development as an organization; create a simple digital inventory in excel (5 archival boxes in total).

Part 2: Project Planning - further develop a project methodology for the KAM's over-arching oral history project – identifying project resources required, individuals to contact, data sets to be explored and their associated questions, and recommendations for final research outputs (keeping in mind accessibility for a variety of audiences).

### **Associated Conditions**

The student will work under the management of KAM staff (Managing Director, Office Coordinator), and will need to be able to work independently, with strong research, organizational and communication skills, as well as be prepared to participate in weekly progress meetings.

This placement will occur onsite at the KAM office; dates and times of work will be negotiated between KAM staff and the student. The student must provide their own laptop for digital inventory work.

Compliance with all appropriate COVID-19 health and safety protocols is expected, up-to-date COVID-19 vaccination status is strongly recommended, and we welcome mask-wearing within the office environment. This placement *may be* modified to support remote working – depending on community COVID-19 conditions and the recommendations of KFL&A Health Unit.

Please be aware, some lifting and moving of moderate-heavy weighted boxes will be necessary as part of this work. The student will be expected to adhere to appropriate physical health and safety conventions.

The student will be required to sign an employee confidentiality and waiver form, and will participate in orientation training at the beginning of their placement.

Please note - there is a retired service dog (standard poodle) onsite in the office (very friendly and generally quiet, but a canine none-the-less!)

**We look forward to working with you!**