

Public Programs Assistant Position (Fall 2024)

Housed in the Ann Baillie Building, National Historic Site, the Museum of Health Care is home to Canada's largest collection of artifacts related to the history of healthcare. Explore exhibits that feature fascinating (and sometimes strange!) artifacts and stories that highlight the history of vaccines, nursing, surgery, quack medicine and so much more!

Throughout this internship, the student will work closely with the Programming and Communications Coordinator to assist with the planning of special events and delivery of education programs for all ages. In particular, the Intern will develop programming for March of the Museums, an annual event that encourages families to visit heritage sites over the March Break (March 10-14, 2025), the Museum's Halloween Event (Saturday, Oct 26, 2024) and facilitate programming for the Museum's annual Teddy Bear Hospital (Family Day, Monday, February 17, 2025). The Intern will also assist in the delivery of education programs for elementary and secondary school students, and will be trained in front-line customer service such as greeting museum guests, gift shop administration and general museum maintenance.

Hours: 8-10/week (12 weeks). Monday-Friday 10am-4pm.

The Museum of Health Care occasionally opens on weekends for special events. The Public Programs Assistant is expected to participate in all special events within reason.

The Museum is conveniently located on Kingston General Hospital property in the heart of Queen's campus at Stuart and George Street.

REQUIRED QUALIFICATIONS:

- Excellent communication skills in written and oral English
- Experience with graphic design tools (ie Canva)
- Excellent interpersonal and organizational skills
- Initiative driven and creative
- Ability to work independently
- Interest in a career in history, history of medicine, museology, tourism, education or other related disciplines.

