Job Posting

Position: Research Assistant

The Marine Museum of the Great Lakes at Kingston seeks a Research Assistant with excellent customer service skills to assist the Programs and Communications Manager with research and content development for the Museum’s Know the Ropes online blog. The Research Assistant will work research, write and communicate new articles to be published on the Museum’s website. This position is 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 and write compelling articles related to Great Lakes maritime heritage themes and topics as agreed with the Programs and Communications Manager
- 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.