



**MURNEY TOWER MUSEUM
NATIONAL HISTORIC SITE OF CANADA**

KING STREET AT BARRIE, KINGSTON ON K7L 4V6

www.murneytower.com

Operated by the Kingston Historical Society since 1925

Murney Tower Museum National Historic Site of Canada

Internship Opportunity: Collections Intern

September-December 2026

About Murney Tower Museum

Operated by the Kingston Historical Society in partnership with Parks Canada, Murney Tower Museum is a landmark of cultural and historical significance. Housed within one of Kingston's four iconic Martello Towers, it is both a National Historic Site and part of a UNESCO World Heritage Site. As the oldest operating museum in Kingston, Murney Tower Museum offers visitors a unique glimpse into 19th-century life through its collection of 1,000 domestic and military artifacts. The museum features guided and self-guided tours, interactive exhibits, educational programs, special events, and both permanent and temporary exhibitions.

Description of the Position

Murney Tower Museum is seeking a motivated and detail-oriented Collections Intern to join our team for the Fall 2026 semester. Under the supervision of the Manager/Curator, the intern will gain practical experience in collections management through the documentation, cataloguing, and organization of the museum's collection.

The primary responsibility of this internship will be entering and updating artifact records in the museum's collections database. Working with existing documentation and the museum's collection, the intern will help improve the accuracy, consistency, and accessibility of collections records by entering object descriptions, measurements, provenance information, locations, and other relevant metadata. This work will provide valuable experience with museum documentation standards and collections management practices while contributing directly to the long-term stewardship of the museum's collection.

In addition to collections database work, the intern will undertake an independent research or curatorial project based on their interests and the museum's needs. Possible projects may include researching artifacts or local history, developing interpretive content, creating a small exhibition or digital feature, writing blog or social media content, or producing educational resources. The project will be developed in consultation with museum staff and will allow the intern to explore an area of museum practice that aligns with their academic or professional goals.



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The intern may also have opportunities to assist with other museum activities, such as visitor engagement, special events, or educational programming, depending on museum priorities and the intern's interests.

Most work can be completed remotely, with occasional in-person or virtual meetings.

This internship is ideal for students interested in museum collections, archives, public history, or curation. It offers hands-on experience with museum documentation, object research, and collections management while providing mentorship and the opportunity to make a lasting contribution to the museum's collections records and interpretive work.

Key Skills

- Excellent attention to detail and accuracy
- Strong organizational and time management skills
- Computer proficiency, including Google Workspace and the ability to learn collections management software
- Strong written communication skills
- Research and information-gathering skills
- Ability to work independently and manage long-term projects
- Interest in museums, history, or cultural heritage

Other Skills (Nice to Have):

- Experience with collections databases (e.g., PastPerfect, CatalogIt or similar)
- Coursework in museum studies, history, archaeology, archival studies, or a related field
- Experience with cataloguing or metadata standards

Learn More About Us!

Website: www.murneytower.com

Email: info@murneytower.com

Facebook: Murney Tower Museum

Instagram: Murney Tower Museum