



MURNEY TOWER MUSEUM
NATIONAL HISTORIC SITE OF CANADA

KING STREET AT BARRIE, KINGSTON ON K7L 4VG

www.murneytower.com

Operated by the Kingston Historical Society since 1925

Murney Tower Museum National Historic Site of Canada
Museum Assistant
Winter 2024

About

The Murney Tower Museum is operated by the Kingston Historical Society in partnership with Parks Canada. It is located one of four Martello Towers in Kingston and is part of the UNESCO World Heritage Site of the Rideau Canal and Kingston Fortifications. It is also the oldest operating museum in Kingston, having celebrated its 98th birthday in 2023. The museum has over a thousand domestic and military artifacts which portray 19th century life in Kingston and offers tours, programming, and exhibits.

Description of the Position

The Museum Assistant will help with a number of tasks related to the museum collections, archives, and programs specified by the manager/curator. Tasks include collection management and care, programming, event planning, and research. Although some of these tasks will be done remotely, the assistant will be expected to assist the manager with the organization and running of special events and activities (e.g., March break event, Easter event, etc.) and work at the museum's offsite storage throughout the semester, on a regular basis.

In addition to general tasks, the selected candidate will have an opportunity to work with the museum manager to choose a major project for the semester. Projects include archival research, collection management, exhibit planning, and event design.

This position is a great fit for:

- Those who love history.
- Those who would like to learn about the unique military and cultural history of Kingston.
- Individuals seeking skill development and training in heritage preservation and interpretation.
- Individuals seeking a professional career in the museum and heritage sector.

Key Skills:

- Computer literacy, including email and Microsoft Suite
- Good written and verbal communication skills (including professional correspondence)
- Research skills



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- Strong organizational and time management skills
- Strong interpersonal skills
- Ability to do self-directed and remote work
- Ability to work independently and in a team, and take initiative

Other skills (nice to have):

- Social and digital media experience
- Previous work experience in the heritage sector
- Knowledge of French
- Interest in museums and history
- Experience with visitor services, working with children, and event planning