



**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
Museum Assistant
Fall 2023**

About

The Murney Tower is operated by the Kingston Historical Society in partnership with Parks Canada. It is 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 assistant will help with a number of tasks related to the museum specified by the manager/curator. Tasks include collection management and care, communications, programming, marketing, 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 onsite special events and activities (e.g., Halloween events, guided tours, field trips, etc.) 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 collection management, exhibit planning, event design, educational program development.

Key Skills:

- Computer literacy, including email and Microsoft Suite
- Good written and verbal communication skills (including professional correspondence)
- Research skills
- Strong organizational and time management skills
- Strong interpersonal skills
- 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