



Murney Tower Museum National Historic Site of Canada
Museum Assistant Position
Fall 2024

About

Murney Tower Museum is operated by the Kingston Historical Society (KHS) in partnership with Parks Canada. It is located in one of the four Martello Towers in Kingston, a National Historic Site and UNESCO World Heritage Site. Murney Tower Museum is also the oldest operating museum in Kingston, which will celebrate its 100th anniversary in 2025. The museum has over a thousand domestic and military artifacts that portray 19th-century life in Kingston. It also offers guided and audio tours, interactive exhibitions, educational programs, special events and permanent and temporary exhibitions.

Established in 1893, the Kingston Historical Society strives to create, foster, and maintain interest in the history and heritage of Kingston and the surrounding area through a monthly newsletter, lecture series, and our annual journal, *Historic Kingston* as well as the operation of the Murney Tower Museum.

These two time-honoured institutions work together to promote the awareness and appreciation of local history, heritage and culture in Kingston and beyond!

Description of the Position

This internship presents the selected candidate with a unique and exciting opportunity to gain comprehensive experience in both historical institutions. The Museum Assistant will work closely with the Museum's Manager/Curator and with Kingston Historical Society's Board Member to assist with several tasks related to museum operations, curatorial and archival research, event planning, marketing and social media management. Tasks include collection management and care, educational program delivery, event planning (Murney Tower Museum), archival research, marketing and social media management (KHS). Although some of these tasks will be done remotely, the assistant will be expected to assist the co-supervisors with collection management and care and the organization and with the running of special fall events and activities (Halloween event, Holiday event, guided tours, etc.) which will take place onsite at the Murney Tower Museum on a regular basis.

In addition to general tasks and duties, the selected candidate will have a unique opportunity to work with the co-supervisors to choose a special project for the semester. Projects include archival research, curatorial writing, marketing strategy development, 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.



- Those who would like to explore the behind-the-scenes and the history of Kingston Historical Society and Kingston's oldest operating museum.
- Individuals seeking skill development and training in heritage preservation, interpretation, strategic communications and marketing.
- Individuals seeking a professional career in the museum and heritage sector.
- Individuals seeking professional mentorship and supervision.

Key Skills:

- Computer literacy, including email and Microsoft Suite
- Excellent written and verbal communication skills (including professional correspondence)
- Research skills
- Good visual design skills
- 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
- Experience in using design software such as Canva and Adobe Indesign
- Previous work experience in the heritage sector
- Knowledge of French
- Interest in museums and local history
- Experience with visitor services, working with children, and event planning

Information about Murney Tower & Kingston Historical Society

Murney Tower Museum

Website: www.murneytower.com

Email: info@murneytower.com

Social Media:

Facebook: Murney Tower Museum

Instagram: Murney Tower Museum

X: Murney Tower

YouTube: Murney Tower

Kingston Historical Society

Website: <https://www.kingstonhistoricalsociety.ca/>

Facebook: <https://www.facebook.com/KHSOntario/>