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

About

The Murney Tower Museum is operated by the Kingston Historical Society in partnership with Parks Canada. It is located in 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 Programming Assistant will help with a number of tasks related to educational programs and communications of the museum as specified by the manager/curator. Tasks include educational program development and delivery, daily communications, social media management, 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 collaborative programs, special events and activities (e.g., the March break event, Kingston Regional Heritage Fair, Easter event, 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 educational program development, marketing strategy, 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 the areas of teaching, education, and marketing.
- 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
• 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.