



MUSEUM OF HEALTH CARE

QUEEN'S UNIVERSITY HIST 512 Internship

Sept – Dec 2025

JOB TITLE: Public Programs Assistant

Number of Positions: 1

1 August 2025

Are you interested in exploring Canada's only museum dedicated to the history of health care? Looking to gain hands-on experience in interpretation and delivering education programs?

The Museum of Health Care could be the perfect fit for you!

We're currently seeking a Public Programs Assistant for the upcoming fall semester. This is a unique opportunity to work closely with our experienced Programming and Communications Coordinator and become an active member of the Museum of Health Care team. Join us and take part in sharing Canada's rich medical history while developing valuable skills for your future career.

About the Museum of Health Care

Located in the 1904 Beaux-Arts style Ann Baillie Building- a National Historic Site- the independently operated Museum of Health Care invites you to explore Canada's rich health care story. The Museum is home to approximately 35,000 medical artifacts which portray the evolution of health care in Canada. With captivating exhibits, hands-on programs, engaging tours, and special events for all ages, discovery awaits around every corner at the Museum of Health Care.

For further information about the Museum, please see www.museumofhealthcare.ca

Internship Description

Working in collaboration with other Visitor Services staff and under the supervision of the Programming & Communications Coordinator, the Public Programs Assistant will play a key role in developing and delivering the Museum's educational programs and visitor engagement initiatives. This internship offers the opportunity to gain hands-on experience in public programming, interpretive planning, and community outreach within a museum setting. The intern will assist with the creation and delivery of interactive tours, workshops, and special events for diverse audiences, including school groups, families, and general visitors. This role is ideal for someone who enjoys working with the public, has a passion for informal education, and is looking to gain practical experience in museum programming and audience engagement.

As an equal opportunity employer, we are committed to building a diverse and inclusive team. We strongly encourage applications from women, visible minorities, Indigenous peoples, persons with disabilities, and members of the 2SLGBTQ+ communities.

Duties and Responsibilities

- Deliver in-person or virtual educational programs for all ages, including grades K-12, university classes, and seniors.

- Participate in offsite outreach educational events and programs.
- Conduct guided tours of the Museum of Health Care's galleries
- Welcome museum visitors and program/tour participants.
- Develop written content for the Museum's existing social media series.
- Research and develop new activities and public programs to expand onsite, classroom or virtual programs
- Review and expand upon existing research material highlighting the local, national, and international history of medicine and health care.
- Assist in the development of customized program/tour options for specific groups

Relevant Skills and Experience

- Excellent communication skills in written and oral English
- Excellent interpersonal skills
- Excellent time management and organizational skills
- Experience with public speaking or leading a group
- Ability to work independently and with a team
- Familiarity with Microsoft Office

Assets

- Knowledge of French or other second language
- Knowledge and/or experience of Indigenous history
- General knowledge of health care history and/or social history of Canada
- Programming design experience for any age group
- Experience in event planning
- Graphic design skills
- Interest in a career in history, history of medicine, museology, education or heritage interpretation

Hours: The selected candidate will be expected to work approximately 6–8 hours per week Monday - Friday during the fall semester. Please note that this may vary slightly from week to week depending on holidays, academic workload, and project needs.

This position is onsite and based at the Museum of Health Care, 32 George Street, Kingston, ON.

