

Public Programs Intern

Funded by: Young Canada Works Building Careers in Heritage

Salary: \$18.50/hr, 35-hour week

Start Date/ End Date: October 14, 2024 (flexible) – March 31, 2025 (30 weeks)

Deadline for Application: Friday, August 23, 2024 at 4:30pm

Position Location: Museum of Health Care at Kingston (Ann Baillie Building NHS, 32 George Street, Kingston, ON) - www.museumofhealthcare.ca

The Museum of Health Care is looking to add a Public Programs Intern to its team. Under the supervision of the Programming & Communications Coordinator, the Intern will participate in the design, development and delivery programming for the general public and children of all ages, both on-site, off-site and virtually. The Public Programs Intern will also be responsible for front-line guest services, historical interpretation, event planning and the creation of written and graphic content for the promotion of programs and special events.

Job Description:

The Public Programs Intern will be involved in most aspects of programming and digital communications at the Museum. Tasks to be undertaken will include:

Guest Services

- greeting guests and providing general information and wayfinding to guests upon request
- maintaining gift shop resources and processing sales
- offering and delivering guided tours of the Museum's galleries

On-site Education Programs

- delivery of educational programming for grades K-12, adults/seniors, and other varied audiences
- assist in the development of customized program and tour options for specific groups

Virtual Education Programs

- delivery of virtual programming upon request
- development new virtual programming for Connected North and Streamable Learning

Off-site Programming

- develop the concept and draft plan for delivery of off-site educational exhibits
- deliver off-site programming upon request

Communications

- create digital content (posters, banners, social media posts) to promote special events and programming
- maintain current social media series by creating new content based on established templates



Special Events and Programming

- develop and deliver on-site special programming and activities for:
- design registration forms and monitor registration for special events and programming
- design, develop and facilitate PA Day programming for the school year for children ages 7-12

Administration

- perform general museum maintenance (sweep, dust, vacuum, sanitization procedures)
- collection and recording of visitor and programming data and statistics, visitor satisfaction surveys
- evaluate public programs following delivery
- maintain and organize of the Education Collection artifacts and resources ensuring resources are replaced, repaired as needed
- plan budgets and resource requirements for programs and special events

Networking

- attend meetings of the Kingston and Area Association of Museums, Art Galleries and Historic Sites Programming Committee
- attend meetings of the Tourism Creative Commons Committee
- attend meetings of the Tourism Kingston Attractions Committee
- attend partner events and collaborative efforts

As an equal opportunity employer, we strongly encourage women, visible minorities, Indigenous peoples, persons with a disability, and persons who identify as members of the 2SLGBTQ+ communities to apply for employment.

Required Qualifications:

- Excellent communication skills in written and oral English
- Experience with public speaking or leading a group
- Excellent interpersonal skills, with the ability to lead or work as a team
- Intermediate computer skills and familiarity with Microsoft Office Suite
- Strong organizational, time management and problem solving skills, ability to work effectively with multiple tasks and tight deadlines
- Ability to work independently
- Knowledge of basic graphic design
- Familiarity with organizational promotion through social media channels (Instagram, Facebook, Twitter, YouTube)

Desired Qualifications:

- 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 and/or knowledge of the principles of heritage interpretation.
- Experience in and/or knowledge of event planning and marketing

Eligible applicants will:

- Meet the requirements of [Young Canada Works at Building Careers in Heritage \(YCW BCH\)](#) eligibility and be registered with the organization
- Be able to reside in the Kingston area during the work week for the duration of the contract
- Able to work Monday to Friday work schedule with flexibility to work weekends for occasional special events (approx. 3)
- Indicate in a cover letter and resume how they meet the above listed qualifications and confirm Young Canada Works at Building Careers in Heritage (YCW BCH) eligibility

The applicants will submit:

- Resume
- Cover Letter
- 2 work related references

NOTE: Criminal Records Check with Vulnerable Sector check will be required by the successful candidate

Application Process:

To apply for this position, electronically submit your cover letter, résumé and indicate your YCW eligibility by 4:30 p.m. on Friday, August 23, 2024 to the attention of Claire Notman, Programming & Communications Coordinator - claire.notman@kingstonhsc.ca.

We wish to thank all applicants for their interest and effort in applying for the position; however, only candidates selected for interviews will be contacted.

