



## Program Office (2026-2027)

The Great Lakes Museum's mission is to inspire an enduring connection to the maritime heritage of Kingston and the Great Lakes. We do this through interactive galleries, educational programs and guided tours, and special events. The Museum is a designated National Historic Site and home to the museum ship S.S. Keewatin, older than the Titanic and last of its kind in the world.

We are seeking a Program Officer with excellent communications skills to put our mission into action by inspiring young stewards of the lakes and maritime heritage and supporting lifelong learning. In this position you will develop, facilitate and coordinate education programs and events for all ages, and assist with guest services. This position is a great opportunity to work in a friendly, creative and collaborative work environment while developing program delivery and development, project planning, leadership and public education skills at one of Kingston's fastest growing attractions.

Applicants must be eligible for the [Young Canada Works Building Careers in Heritage Program](#).

Please note: This position is subject to funding from the YCW-BHC program. Announcements are expected in late March.

**Location:** Great Lakes Museum, 55 Ontario Street, Kingston | [www.greatlakesmuseum.ca](http://www.greatlakesmuseum.ca) | 613-542-2261

**Compensation:** \$18.70hr

**Hours:** Up to 37.4 hours a week. This is a full-time position.

**Start date:** May 25, 2026 **End date:** March 31<sup>st</sup>

**Application deadline:** April 27, 2026 at 4pm EST

The Program Officer will be supported by the Visitor Experience Manager. Areas of responsibility include:

- Creating and delivering education programs for audiences of all ages
- Developing and delivering virtual programs
- Developing new experiences for special events
- Representing the Museum at community events and act as an ambassador for the Museum by promoting its mission, projects and experiences to encourage repeat visits and experience bookings
- Designing and facilitating an educational activation for off-site engagements
- Assisting with coordination and speaker recruitment for winter lecture series and adult education program

- Delivery of guided tours of the Museum's galleries and national historic site elements to enhance engagement
- Design of promotional materials
- Preparation reports on programming activities
- Preparation for and attendance at Tourism Kingston Attractions Committee meetings
- Supervision of evening tours of the S.S. Keewatin facilitated by Haunted Walks Kingston (May-Nov)
- Assistance with front desk duties as required: greeting guests, processing ticket and gift shop transactions, providing wayfaring and information about museum offerings and local attractions/food and beverage

Accessibility considerations:

Candidates must be able to sit for long periods of time, lift up to 20lbs, navigate a set of twelve stairs to access employee offices on the second floor of this historic building.

The S. S. Keewatin is not an accessible ship. Gangways, stairs and narrow corridors do not allow for the use of mobility devices. Candidates must be able to navigate narrow stairs, high doorway thresholds and uneven ground. The ship is not climate controlled and can become very hot and humid during the summer months.

**Preferred Qualifications and Skills:**

- Excellent customer service
- Excellent oral communication skills in English, French is an asset
- Experience delivering and/or development of programs or public speaking for adults, children or youth
- Graphic design experience
- Previous experience in the heritage sector
- Ability to work independently and take leadership over tasks
- Ability to take initiative and creatively solve problems
- Work with a team in a fast-paced environment
- Must be able to work weekends, holidays and occasional evenings

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

To apply, please email a resume and cover letter to Claire Notman, Visitor Experience Manager, [education@marmuseum.ca](mailto:education@marmuseum.ca). We thank all applicants for their interest. Only those selected for an interview will be contacted.