



Programs Assistant Job Posting (Summer 2025)

The Great Lakes Museum seeks **two Programs Assistants** with excellent customer service skills to develop, facilitate and coordinate community outreach programs and events, summer camps, adult programs, and assist with communications tasks throughout the busy summer season. This position is a great opportunity to work in a friendly, creative and collaborative work environment while developing program delivery and development, project planning and communications skills. The Museum's mission is to inspire an enduring connection to the maritime heritage of Kingston and the Great Lakes. This is a full-time summer position at \$18.50/hour for up to 16 weeks starting Monday, May 12, 2025.

Application deadline: Friday, March 7, 2025 at 5pm

Key areas of responsibility:

- Development and delivery of public programs and activities and events through the summer to varying audiences
- Delivery of guided tours of museums galleries to enhance visitor engagement
- Represent 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
- Perform outreach to local schools and community organizations to establish new connections
- Monitor and record program feedback and track program attendance
- Assist with communications duties such as report writing, social media and newsletter content development
- Administrative tasks: monitoring and responding to phone and email inquiries, receiving and processing program bookings
- Provide front-line guests services including, greeting visitors, providing wayfinding, checking-in guests, track visitor feedback and attendance, processing ticket sales and gift shop purchases

Preferred Qualifications and Skills:

- Must have excellent customer service and excellent oral communication skills in English, French is an asset
- Experience delivering and/or development programs or public speaking for adults, children or youth
- Ability to work independently and take leadership over tasks
- Ability to take initiative and creatively problem solve
- Work with a team in a fast-paced environment
- Stand for long periods of time and lift up to 20lbs
- Ability to work outside in summer weather conditions
- Must be willing to work weekends throughout the summer, including Labour Day weekend.

To apply, please email a cover letter and resume to Claire Notman at education@marmuseum.ca. **Application deadline: Friday, March 7, 2025 at 5pm, interviews will take place shortly after.** We thank all applicants for their interest, however, only those selected for an interview will be contacted. The Great Lakes Museum is an equal opportunity employer.