



Position Summary

The Collections Assistant Intern position will include mentorship opportunities with the City of Kingston's Heritage Services team, including the Manager, Heritage Programming and the Civic Collections Technician. This position provides access to multiple City of Kingston Heritage sites and collections including Kingston City Hall National Historic Site, the PumpHouse Museum, the MacLachlan Woodworking Museum, the City of Kingston Public Art Collection and the City of Kingston Civic Collection.

Interns are provided the ability to work at one or more of these sites, dependent on student preference for site placement and projects.

Opportunities

- Work alongside the collections team to document and maintain the Civic Collection. Learn the basics of collections management including: object cataloguing, photography, storage, mount-making and condition reporting.
- Discover the basics of preventative conservation, conservation treatments and integrated pest management.
- Public Art assessment, management and conservation from initial planning stages to project implementation.
- Learn about the different roles and opportunities in the museum sector.

Duties

- Collaborate effectively as part of a large team within the Heritage Services department;
- Research and cataloguing;
- Adhere to Corporate Health & Safety protocols;
- Other duties as assigned;
- Placement hours to be determined upon placement start. Training will be provided.

Preferred Skills and Abilities

- Experience with database management and photography considered an asset;
- Research skills;
- Ability to work independently and in a team;
- Interest in museums.