



Position Summary

The Heritage Programming Internship position will include mentorship opportunities with the City of Kingston's Program Coordinators. This position provides access to multiple City of Kingston Heritage sites including: Kingston City Hall National Historic Site, the PumpHouse Museum and the MacLachlan Woodworking Museum.

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

Opportunities

- x Work alongside the programming team to develop and deliver programs and events. Project opportunities may include:
 - o Developing and researching bike tours designed to encourage active living and foster a connection to natural and cultural heritage
 - o Creating and delivering K-12 curriculum-aligned education programs
 - o Facilitating hands-on workshops focused on the preservation of traditional woodworking skills
 - o Bringing your ideas to the table to help update and improve existing programming
- x Learn about accessibility and inclusivity and their critical role in public programming.

Duties

- x Develop and assist with the delivery and execution of heritage programs, workshops and events (please note: training will be provided)
- x Collaborate effectively as part of a large team within the Heritage Services department;
- x Adhere to Corporate Health & Safety protocols;
- x Other duties as assigned;
- x Placement hours to be determined upon placement start.

Preferred Skills and Abilities

- x Research
- x Educational program delivery (or desire to gain in experience in the area)
- x Public speaking
- x Bilingualism (English and French) highly desired; additional languages also welcome;
- x Ability to multi-task, adapt to change, solve problems, work independently and be self-directed when needed is essential.