

City of Kingston  
Collections Assistant Intern



## Position Summary

The Collections Assistant Intern position will include mentorship opportunities with the City of Kingston 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, mounting, etc.