



## Elgin County Railway Museum - Summer Student Employment

### Exhibit & Collection Assistant

Hours and Wage: \$12.40/hour for 35 hours/week

Languages: English required, bilingualism an asset

The Elgin County Railway Museum is recruiting a student for the full-time, summer position of Exhibit and Collection Assistant. The successful candidate for this position will assist with the supplemental research and installation of the special exhibit, "Railway to Confederation" for the 2017 season, as well as update and standardize labels and interpretive text panels throughout the permanent exhibits. This position will support the work of the Collection Committee by completing accessioning correspondence and paperwork, researching, cataloguing and entering artifacts into the online collection database. The Exhibit and Collection Assistant will also be cross-trained to provide guided tours to individuals and group visitors, and provide back-up support to admissions and gift shop. They will work as a team with other staff and volunteers to assist with preparation and public programming for special events as needed.

#### Qualifications & Expectations:

- Student pursuing post secondary education preferably in History, Museum Studies, Library Studies, English, Communications, Information Management, or the Arts
- Research, writing, and customer service experience
- Detail oriented, accurate typing skills, and good penmanship
- Excellent communication, information management and public speaking skills
- Interest and knowledge of railway, local or Canadian history
- Experience using Microsoft office applications, including MS Word and Excel
- Flexible to changing priorities
- Availability to work weekdays, weekends and holidays

Applications, with a cover letter are due by 5pm, Friday, April 28, 2017, and can be delivered to:

Attn: Museum Coordinator

Elgin County Railway Museum

225 Wellington Street, St. Thomas, ON N5R 2S6.

Applications can also be submitted by the deadline via email to [summerjobs@ecrm5700.org](mailto:summerjobs@ecrm5700.org) with the job title in the subject line.

***Fulfillment of this position subject to approved grant funding.***