



Elgin County Railway Museum - Summer Student Employment

Special Event Assistant

\$12.40/hr

35 hours/week

July 4 – August 26

Level: Secondary or Post-Secondary Student

Tasks and Responsibilities

Special Event Assistants will work as a team to help with planning and implementation of Elgin County Railway Museum's 2017 special events, primarily; a Day Out With Thomas the Tank Engine, and the Museum's involvement in the Iron Horse Festival which is located on our grounds.

The Special Event Assistants will help with administrative preparation for the Day Out With Thomas, work with volunteers to assist with event set-up and tear-down activities, and provide excellent customer service during the event to ensure visitor satisfaction.

Candidates will be cross-trained to provide back-up support to museum visitor services such as guided tours, admissions and gift shop operation, where they will gain cash handling experience and customer service skills. During any down times between tours and special events at the Museum, the student may also assist with public program and activity preparation, or assist with administrative tasks.

Applications, with a cover letter are due by 5pm, Friday, June, 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 with the job title in the subject line.

Fulfillment of this position subject to approved grant funding.