



Elgin County Railway Museum - Summer Student Employment

Tour Guide & Cataloguing Clerk

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 Tour Guide and Cataloguing Clerk. The successful candidate for this position will provide informative guided tours of the museum displays and exhibits including railway maintenance equipment, locomotives, cabooses, the History in Motion model railway and the special exhibit, "Railway to Confederation" for the 2017 season. This position will support the work of the Collections Committee by researching, cataloguing, photographing and entering artifacts into the online collection database, as well as digitizing previous collection records. They will also have the unique opportunity to develop an audio tour of the Museum. The Tour Guide and Cataloguing Clerk will also be cross-trained to provide back-up support to admissions and the 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, Arts, Library or Museum Studies, Communications, Information Management, Theatre, Audio Engineering or Photography
- 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 photography and recording equipment an asset
- Proficient 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 with the job title in the subject line.

Fulfillment of this position subject to approved grant funding.