



Position: Collection and Exhibition Assistant & Tour Guide

Duration: 14 weeks

Start date: May 30, 2011

End date: September 2, 2011

Hours and Wage: \$12/hour for 35 hours/week

Languages: English required, bilingualism an asset

Job Description

- Assist with cataloguing of the collection
- Assist with the implementation of an changing exhibitions
- Research for future exhibits at the museum
- Delivery of museum tours to visiting groups and the general public
- Conduct architectural research in relation to the interpretive plan for the 1913 Michigan Central Locomotive Repair Shops, the BX Tower, and air brake building
- Assist with research on the railway yards context for these buildings
- Update components of the visitor tour guide text related to museum architecture and machinery
- Assist with special event preparations and programming
- Other office duties as assigned

Qualifications:

- Student pursuing post secondary education
- Must qualify for Young Canada Works program
- Research, writing, and customer service experience
- Excellent communication and public speaking skills
- Interest in railway and local history
- Experience using Microsoft office applications

Work expectations:

Availability for weekends, holidays and evenings, flexibility; willingness to wear historic costume

Applications due by Thursday, May 12/11

To: Museum Manager
Elgin County Railway Museum
225 Wellington St
St. Thomas, ON N5R 2S6