



Exporeil, the Canadian Railway Museum  
Collections Department



## Collections Assistant (Objects) (Summer 2026 to Spring 2027) Young Canada Works Internship

Exporeil, the Canadian Railway Museum | 110 St. Pierre Street, St. Constant (Québec)

19,40 \$ hourly

35 hours per week (full time)

From Monday, 31 July, 2026 to Wednesday, 31 March, 2027 (35,6 weeks)

Work schedule from Monday to Friday

Position to fill: 1

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### Preamble:

Reporting to the Collections Department of Exporeil, the Canadian Railway Museum, and under the responsibility of the Collections Registrar, the Collections Assistant/Intern will be responsible for overseeing and participate in the reorganisation of a museum storage area comprising of approximately 4 000 items from a collection of railway artefacts.

### Tasks to be performed:

- **Participate in project planning and the initial assessment of the storage area** (timeline, budget, standards, procedures, priorities, work tools);
- **Carry out the inventory of the collections:** object identification, data verification, assignment/validation of accession numbers, updating object records in the database and their locations;
- **Produce photographic documentation:** object preparation, photography, basic image processing, and integration into the database;
- **Contribute to the reorganization of the storage area:** analysis of existing installations, optimization of space, supervision of volunteers involved in installing new storage solutions;
- **Perform and supervise the handling and movement of objects.**

### Requirements:

- The ideal candidate must have completed a DCS in Museum Techniques, a B.A. in museum studies and art history, a M.A. in museum studies, or have completed any other training relevant to the job.
- The candidate must be eligible for the **Young Canada Works at Building Careers in Heritage (YCW BCH) program**. Please consult the eligibility criteria on [the YCW website](#) to ensure that you are qualified to participate in the program.



## Exporail, the Canadian Railway Museum Collections Department



### Specific knowledge and skills required:

- The selected candidate must be motivated, independent, have a good work ethic and be able to multitask while working cooperatively with others;
- Ability to manage a project and a small team;
- Attention to detail, creativity and excellent manual dexterity;
- Experience with museum databases (an asset);
- Knowledge of photography (an asset);
- Ability to lift weights of up to 20 lbs/9 kg;
- Ability to communicate in both French and English.

If you are interested in this position and meet the qualifications to be eligible for the YCW employment program, please send your application (cover letter and CV) to Alexandra Lamoureux, Collections Registrar, at the following email address: [registraire@exporail.org](mailto:registraire@exporail.org), with the job title as your email object. Deadline for applications: Sunday, 5 July 2026. Interviews will take place from Monday, 6 July to Friday, 10 July, 2026. Only selected candidates will be contacted.

Exporail, the Canadian Railway Museum, actively promotes employment equity in the workplace by ensuring the representation of women, First Nations peoples, people with disabilities, and visible minorities, at all levels of our organization.

For further information, please visit our website at [www.exporail.org](http://www.exporail.org).