



2025 Summer On the Canals Program Assistant

Position Summary:

The Erie Canal Museum is looking for a detail-oriented and motivated individual to assist with the Museum's summer educational and recreational programming. This position is a partnership between the Erie Canal Museum, and the New York State Canal Corporation On the Canals program. **This paid part-time position could serve as an internship for credit.** This position is a good fit for a detail-oriented, self-directed individual interested in learning more about history.

The Erie Canal Museum, located in downtown Syracuse, New York, engages the public in the story of the Erie Canal's transformative impacts on peoples and places in the past, present, and future. We are stewards and interpreters of Erie Canal related materials and heritage. Established in 1962, the Erie Canal Museum shares 200 years of Erie Canal history through interactive displays, original artifacts, and public programs.

Regular Responsibilities:

- Conduct research about the Erie Canal;
- Collaborate with other members of the Erie Canal Museum staff to develop and schedule a series of weekly walking tours in Syracuse and surrounding communities;
- Assist in the production of materials for marketing walking tours to the public;
- Developing oral and self-guided tour materials for the distinct walking tours, using your research and in consultation with other ECM employees
- Giving tours and/or engaging with visitors at each of the tour sites, including regular weekend tours locations; and
- Performing day-to-day education activities, including leading tours and engaging with visitors.

Qualifications:

- Studied or enrolled in Museum Studies, History, or another related field (or equivalent experience)
- Strong written and verbal communication skills
- Availability on Saturdays

Additional Details:

This in-person part-time seasonal position pays \$17 per hour and works about 20 hours per week, including Saturdays, for 12 weeks. Total hours for the summer can be up to 240 hours.

To apply, candidates should send a cover letter; a resume or Curriculum Vitae; and two references.

Applications packages should be submitted as PDFs via email to Derrick Pratt, Director of Education & Public Programs, at employment@eriecanalmuseum.org with "Summer Program Assistant" in the subject line. Applications are accepted until the position is filled.

The Erie Canal Museum (ECM) is an American Alliance of Museum accredited history museum. ECM recruits and hires employees without regard to race, color, religion, national origin, sex, age, disability, or sexual preference, and treats all employees equally with respect to compensation and opportunities for advancement, including upgrading, or promotion. ECM supports the Americans with Disabilities Act, and will take such measures insofar as possible to assist employees who need accommodation. Reference checks may be conducted for all positions.