

# Erin Ralph

905-449-6540 | [erinralph10@outlook.com](mailto:erinralph10@outlook.com) | Whitby, ON

## Summary

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Emerging Museum professional and current Museum Management and Curatorship graduate student at Fleming College, with an Honours BA in History and English from the University of Toronto. Extensive experience in collections management, exhibition design, and public programming, with strong administrative and leadership skills. Skilled in collections research, artifact care, and archival organization. Experienced in museum operations, guided interpretation, and engaging seniors, youth, and vulnerable populations through heritage and community programming.

## Experience

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### Social Services and Programming Assistant

*St. Andrew's Church & Community Food Bank, Whitby* | **May 2025 – Aug 2025**

- Supported community outreach programs and events with high attendance.
- Worked directly with vulnerable populations, ensuring inclusive and compassionate service.
- Assisted with daily operations, data entry, and administrative organization.
- Maintained a safe and welcoming environment for all visitors.

### Collections Associate

*Uxbridge Historical Centre, Uxbridge* | **May 2024 – Aug 2024**

- Conducted collections research, cataloguing, and condition assessments of artifacts.
- Reorganized storage areas and contributed to artifact care and preventive conservation.
- Collaborated on exhibition planning and design, including layout, text, and visuals.
- Updated the museum's collections database and assisted with archival documentation.
- Supported guided tours and community programming.

### Museum Preparator

*Uxbridge Historical Centre, Uxbridge* | **June 2023 – Aug 2023**

- Installed, maintained, and monitored exhibits and artifact displays.
- Assisted in design, mounting, and fabrication of exhibition components.
- Designed interpretive panels and promotional materials using Photoshop and Illustrator.
- Delivered guided tours for visitors of all ages and backgrounds.
- Supported large-scale exhibition transitions and museum events.

### Children's Program Assistant

*St. Mark's United Church, Whitby* | **June 2022 – Aug 2022**

- Planned and led activities, crafts, and lessons for children aged 5–12.
- Supervised up to 40 children and 20 teen volunteers daily, fostering a safe, inclusive environment.
- Communicated effectively with parents, staff, and volunteers to ensure smooth programming.

## Volunteer Experience

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### Volunteer Archivist

*All Saints' Anglican Church, Whitby* | **May 2024 – Present**

- Overhauled and reorganized the church's archival collection for accessibility and long-term care.
- Digitized historical materials and catalogued the entire collection creating a database from scratch.
- Implemented archival best practices to improve preservation and research access.

## Costumed Interpreter

*Lynde House Museum, Whitby | 2024 – Present*

- Participated in costumed interpretation events, engaging visitors with historical demonstrations.
- Assisted with event setup and take-down, ensuring smooth visitor experiences.
- Shared local history through interactive storytelling and role-based interpretation.

## Skills and Certifications

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| • Collections Management and Research                       | • CPR, First Aid, and AED Certification                             |
| • Artifact Handling, Care, and Cataloguing                  | • WHMIS Training (Workplace Hazardous Materials Information System) |
| • Exhibition Planning, Design, and Display                  | • Ladder Safety Certification                                       |
| • Public Programming and Community Outreach                 | • Vulnerable Sector Screening                                       |
| • Archival Digitization and Organization                    | • Accessibility Standards Training (AODA)                           |
| • Museum Administration and Event Coordination              | • Tourism and Visitor Services Training                             |
| • Photoshop, Illustrator, and Graphic Design                |   |
| • Large-Scale Project Management and Volunteer Coordination |   |
| • Strong Written and Verbal Communication                   |   |
| • Experience Working with Youth and Seniors                 |   |

## Education

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**Fleming College**, Peterborough, ON | 2025 – Present

*Graduate Certificate in Museum Management and Curatorship*

**University of Toronto**, Toronto, ON | 2021 – 2025

*Honours Bachelor of Arts, Double Major in History and English - GPA: 3.8*

## Leadership

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**Director of Youth Programming, Board of Directors – Ontario Youth Parliament (OYP) | 2023 – Present**

- Serve on the Board of Directors for a non-profit youth organization.
- Help plan and coordinate a weekend-long leadership and community conference for high school students across Ontario.
- Manage large-scale logistics including venue booking, transportation (buses), accommodations (hotels), and activity scheduling.
- Oversee youth engagement and support delegate well-being throughout the event.

**Curator, SMILE UofT's Galleries, Libraries, and Museums Club | 2024 – 2025**

- Lead guided tours around UofT's historical buildings.
- Co-curate the annual student exhibition, including artifact selection and interpretive design.

**Media Director, SMILE UofT's Mental Wellness Club | 2024 – 2025**

- Manage social media content and produce digital materials using Photoshop and Canva.
- Promote events and initiatives supporting student mental wellness.