

Erin Ralph

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Summary

Emerging Museum professional with extensive experience in collections management, exhibition design, and public programming, with strong administrative and leadership skills. Skilled in database management, volunteer coordination, and organization. Experienced in museum operations, guided interpretation, and engaging seniors, youth, and vulnerable populations through community programming.

Education

Fleming College, Peterborough, ON | 2025 – Present

Post-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

Experience

Part Time Exhibit Design Consultant

Shedden Historical Society & City of Coboconk, Coboconk | **December 2025 - Present**

- Conducted historical research to inform exhibit themes, object selection, and interpretive narratives.
- Designed and developed 2D and 3D exhibit mock-ups to communicate layout.
- Wrote interpretive panels, object labels, and supporting text for public-facing displays.
- Led and facilitated planning meetings with historical society members and city representatives, translating feedback into actionable design revisions.
- Coordinated and supported volunteers contributing to research, content development, and preparation of exhibit materials.

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.

Collections Associate and Museum Preparator

Uxbridge Historical Centre, Uxbridge | **June 2023 – Aug 2023 and 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.
- Delivered guided tours for visitors of all ages and backgrounds and 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

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.

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.

Skills and Certifications

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

Leadership

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), and accommodations

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

- Co-curated the annual student exhibition, including artifact selection and interpretive design.

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

- Managed social media content and produced digital materials using Photoshop and Canva.
- Promoted events and initiatives supporting student mental wellness.