

Task Description – Online Events Volunteer

Summary

The Toronto Railway Museum (TRM)'s commitment to connect people to the history of rail in Toronto means that it engages with the community through events and programs. TRM's commitment to using the history of rail to bring people together is exemplified through onsite events. We are seeking Online Events Volunteers to work with Museum staff to plan and execute virtual events.

Responsibilities

Online Events Volunteers will be responsible for the following activities:

- Planning and coordinating online events at the museum, with a focus on the monthly *Railway Ties* virtual lecture series
- Researching, preparing documentation, and presenting project work
- Communicating with external speakers to arrange engagements
- Promoting online events through community calendars, online listings, and partner organizations
- Ongoing projects led by the Events Committee

Requirements

- Good organizational and writing skills
- Excellent communication skills and high level of professionalism
- Ability to work independently from a home office
- A proactive attitude and takes initiative when problem solving

Reporting Structure

Online Events Volunteers report to the Visitor Services Coordinator staff member. They work closely with other events volunteers, the Chair of the Events Committee, and other Committee members.

Number Required

One or two, with potential to expand the team size as needed on a project basis, determined by the Events Committee.

Timing

Online Events Volunteers are encouraged to begin immediately.

Interested volunteers should respond to the TRHA Recruitment Coordinator at recruitment@trha.ca, indicating their qualifications for the position.