



Alberta Aviation Museum
11410 Kingsway NW
Edmonton, Alberta
T5G 0X4

Special Event Assistant – Audio Visual

Volunteer Role Description

Summary: Our Audio Visual Special Event Assistants play an integral role in providing engaging and memorable visitor experiences through their technical knowledge and problem solving skills. Volunteers make an amazing contribution to our museum and assist in achieving our vision, mission and goals.

Supervisors: The Communications Coordinator and Visitor Services Coordinator.

Time commitment: Special Event days as needed including the museum's regular hours, pre and post events, and some evening work. Minimum of 25 hours per year.

Responsibilities may include, but are not limited to:

- Setup and operation of portable PA system, including mixer, wireless mics and multiple input sources.
- Video projector setup and operation, including HDMI input from computer source.
- Operation of large format TV displays systems including multiple input sources.
- Contributing to a positive visitor experience.
- Ensuring the safety of visitors and artifacts.
- Assisting with special events.

Requirements for this position:

- Familiarity with portable PA system setup and operation, including mixer, wireless mics and multiple input sources.
- Familiarity with video projector setup and operation, including HDMI input from computer source.
- Familiarity with operation of large format TV displays systems including multiple input sources.
- A positive attitude and strong interpersonal skills.
- The ability to work independently and in a team environment.
- Be dependable and committed to carrying out your role to the best of your abilities.