



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

## **Special Event Assistant**

### **Volunteer Role Description**

**Summary:** Our Special Event Assistants play an integral role in providing engaging and memorable visitor experiences through their commitment to contributing to safe and memorable museum experiences and their attention to detail. Volunteers make an amazing contribution to our museum and assist in achieving our vision, mission and goals.

**Supervisors:** The Event Coordinator and Facility Coordinator.

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

#### **Responsibilities may include, but are not limited to:**

- Setup and cleanup of portable stage, chairs, tables, and podium.
- Monitor gallery floor, enforce visitor guidelines during events.
- Monitor all event areas, check for hazards.
- Assist with cleanliness throughout events (empty garbages etc.)
- Contribute to a positive visitor experience.
- Ensure the safety of visitors and artifacts.
- Assist with special events.

#### **Requirements for this position:**

- The ability to work with diverse groups of people including children.
- Physically able to lift and move heavy equipment and furniture, and stand for long periods of time.
- Strong communication and customer service skills.
- Ability to recognize potentially hazardous situations and provide solutions.
- 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.