

Alberta Aviation Museum Job Opportunity

Job Title: Museum Assistant (Young Canada Works Building Careers in Heritage Internship)

Role: The Alberta Aviation Museum is looking for a self-motivated individual to join our team. Hone your interpretive and presentation skills as you deliver programming for students in from kindergarten to grade 6. Learn about collections management as you help catalogue objects and document untold stories through articles for future exhibits, programs, and social media. The Museum Assistant will also help in providing exceptional customer service while covering the front desk and sharing their experience with our audiences in regular social media content.

Responsibilities:

- Catalog objects into the museum's collection database, by photographing objects, accurately describing them, ensuring they are labeled correctly with a unique accession number, and, once stored, that their location is accurately recorded within the database.
- Build and organize a project to enhance the descriptions and keywords in our digitized media collection to facilitate research and retrieval of specific subjects.
- Research and write short (~300 word) articles based on artifacts and photographs within the Alberta Aviation Museum collection.
- Facilitate school programming (both in-person and virtual) and gather feedback on the program
- Assist the Program Coordinator in organizing school program bookings
- Assist in the facilitation of programming as needed including guided tours and PD Day Camps
- Contribute to discussions and the development the museums diversity, equity, accessibility, and inclusion strategies
- Document their experience through social media posts on regular schedule
- Use their unique perspective to tell stories creatively through programing activities and on social media
- Provide lunch coverage for front desk staff, processing payments for admissions and gift shop sales
- Greet and engage visitors, providing orientation to the facility and answering all inquiries in a friendly and professional manner

Qualifications: No specific degree is required; however, preference will be given to recent post-secondary graduates from Museum Studies, Education, History, Archaeology, or related fields.

The ideal candidate should have:

- Excellent interpersonal and communication skills.
- Strong organizational and time management skills.
- Must enjoy interacting with the public, meeting new people, and partnering with volunteers.



WHERE HISTORY TAKES FLIGHT!

- Feel comfortable public speaking in-person and virtually.
- Experience using a museum database is an asset.
- Proficiency with computers, particularly with Microsoft Office Suite, G Suite (Google Apps), and Point of Sale systems.
- Strong attention to detail.
- General knowledge and interest in aviation and local history.
- Customer service and cash handling experience in retail, hospitality, or heritage industries.
- Fluency in a second language is an asset.
- Valid Standard First Aid, CPR Level C, and AED certification are considered assets.
- A clear Police Information Check, including Vulnerable Sector Check is required.

Reports to: Curator/Program Coordinator

Wage: \$17.50/hour

Hours: 30 hours/week most shifts will be scheduled Monday to Friday, but occasional evenings or weekends may be required

Duration: September 6th, 2021 - March 27th, 2022

Application Deadline: August 26th, 2021

The Alberta Aviation Museum is committed to fostering an inclusive and equitable work environment. We encourage all qualified persons to apply.

To apply please email your resume and cover letter to Jean Middleton, Program Coordinator at programs@albertaaviationmuseum.com. We thank all applicants, however, only those selected for an interview will be contacted.

