

## **The Alberta Aviation Museum has an immediate opening for:**

### **Job Title: Lead Interpreter**

**Reports to:** Executive Director

**Hours of Work:** 8:30-3:30 Monday, Wednesday, Friday in addition to weekly 4-hour shift for program administrative duties. Evenings and weekends as required for special events and programs. Possibility for extension to Full Time position.

**Summary:** The Lead Interpreter (LI) is responsible for the delivery of Alberta Aviation Museum programs. During the academic year, the focus is thrice weekly Theory of Flight instruction for visiting grade 6 groups. In addition, the Lead Interpreter delivers and organizes activities and crafts for special events at the museum. The LI works closely with both the Marketing & Events Coordinator and the Visitor Services Coordinator to ensure field trip bookings and special event programming operates smoothly and efficiently.

### **Responsibilities:**

- Deliver innovative and dynamic educational programming for visiting grade 6 classes for their Theory of Flight (ToF) field trips.
- Maintain the supplies required for programs, including educational artifacts, school trunks, and game/craft equipment.
- Assist Visitor Services Coordinator in coordinating the bookings for the ToF program.
- Assist Marketing & Events Coordinator in planning special event programming.
- Provide motivation, guidance and leadership for volunteers to ensure effective teamwork, high standards of work, and continuous learning, encouraging innovation in others.
- Promote a positive interest in local aviation history by being an enthusiastic role model and facilitating learning.
- Other related duties as required.

### **Qualifications:**

- Bachelor of Arts degree in Education, History, Drama, or a related field preferred.
- First Aid Certification – CPR Level C & AED.
- **Police Information Check, including Vulnerable Sector Check.**
- A minimum of one-year experience delivering interpretive programs and/or teaching.
- Proficient in Microsoft Office and G Suite (Google Apps).
- Strong organization, time management, and verbal and written communication skills.
- Adapts and quickly responds to changes in the workplace.
- Has a strong work ethic and can work independently.
- Previous supervisory experience with a demonstrated ability to motivate, mentor and coach staff and volunteers would be a strong asset.
- Knowledge of regional history, aviation history, and general science concepts would be an asset.
- Sense of humour
- Proficiency in French an asset.

**Wage:** \$18.00/hour

Submit a resume and cover letter outlining qualifications and reason for interest in this position to [michelle.shirtcliff@albertaaviationmuseum.com](mailto:michelle.shirtcliff@albertaaviationmuseum.com). The Museum thanks all applicants, however will only contact those shortlisted for interviews.

[www.albertaaviationmuseum.com](http://www.albertaaviationmuseum.com)