

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 skills as you deliver virtual programs. Learn about our collections and how to handle museum objects as you help complete the reorganization of the museum's storage using the International Centre for the Study of the Preservation and Restoration of Cultural Property (ICCROM) and Canadian Conservation Institute (CCI)'s Re-Org method. The Museum Assistant will also help in providing 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.
- Monitor and assess the collection and help to identify concerns with the condition of any objects within the collection, and ensure that proper maintenance, handling, and storage performed.
- Develop 3-4 online activities based on the Alberta curriculum for students grade 1-6
- Facilitate bi-weekly online activity hours for students in grade 1-6
- Document their experience through social media posts on regular schedule
- Use their unique perspective to tell stories creatively through programming 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 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.
- 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 is an asset.

- 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.

Required:

- A clear Police Information Check, including Vulnerable Sector Check.

Reports to: Curator/Lead Interpreter

Wage: \$17.50/hour

Hours: 30 hours/week, the planned schedule is Tuesday-Friday, but occasional evening or weekends may be required.

Duration: November 17, 2020 - March 26th, 2021

To apply, please email your resume and cover letter to programs@albertaaviationmuseum.com by November 9th, 2020.

Applicants must be under 30 years of age, a recent post-secondary graduate and registered on the Young Canada Works database. Only those applicants considered for an interview will be contacted.

The Alberta Aviation Museum is committed to fostering an inclusive and equitable work environment and encourage all eligible applications to apply.