



**Atlantic Canada Aviation Museum
Job Posting 2024 Season
Visitor Services Assistant/Collections Technician**

Number of Positions: 4

Rate of Pay: \$15.50/hour

Hours: 40 hours/week

Location: 20 Sky Blvd, Goffs, NS, B2T 1K3 (Across Highway 102 from the Halifax Stanfield International Airport)

Period of Employment: May 11 – August 31, 2024 (16 weeks)

Application Process: Send resume, cover letter and three references to:

Attn: Barry Rodenhiser, Executive Director/Curator

Atlantic Canada Aviation Museum

E-mail: info@acamuseum.ca

Application deadline: April 13, 2024

Background:

Dedicated to the preservation of Atlantic Canada's rich civilian and military aviation history, the Atlantic Canada Aviation Museum (ACAM) has the most comprehensive collection east of Ottawa. ACAM is home to 25 aircraft and 2 simulators, including a full-size replica of the first aircraft to fly in Canada - the Silver Dart, the oldest home-built in Nova Scotia, a CF-101 Voodoo and a Grumman Avenger to name a few.

ACAM also showcases engines, uniforms, weapons, artwork and aviation memorabilia. Designed to be informative, from a heritage standpoint, visitors will leave with a greater knowledge of aviation. ACAM is open to the public daily from mid-May to September and Saturdays the remainder of the year. Off-season tours are available. ACAM also hosts events throughout the year.

Granted "Local Museum" status in 1989, it has been owned and operated by volunteers since its inception in 1977. The Atlantic Canada Aviation Museum's vision is to be the focal point of Atlantic Canadian aviation: past, present and future. In 2020 we were one of the first four community museums in Nova Scotia to receive accreditation status through the Association of Nova Scotia Museums.

The Museum requires four students for the position of Visitor Services Assistant/Collections Technician. Training is provided by the museum's staff and volunteers. With the aid of the staff, the students carry out the day to day operations of the museum throughout the summer season. In addition to day to day operations, a primary focus of the work term will be updating the collections database and developing a temporary display. The students will also participate in the planning and implementation of two summer events: Family Fun Day and Wings & Wheels, as well as the development of new methods of showcasing the museum and its collections to the community through the use of digital tools and on-line programming activities.

Employees work in a two-building complex and are expected to represent the museum in a professional manner.

Job Description – Visitor Services Assistant/Collections Technician:

- Greet museum guests upon arrival.
- Answer questions and provide information as required.
- Give tours of the facility.
- Operate the gift shop and perform cash balancing duties.
- Collect artifact information and enter into the collections database.

- Plan and implement two special events: Family Fun Day and Wings & Wheels.
- Research, develop and implement a temporary interpretive exhibit.
- Develop new methods of showcasing the museum and its collections to the community through the use of digital tools and on-line programming activates. (e.g. virtual tours posted to YouTube and other social media)
- Assist with the implementation of a social media strategy, including analyzing current social media results, recommend social media platforms to use, research and develop content and maintain social media accounts.
- Learn and adhere to the museum's policies and safety procedures.
- Take appropriate actions if a security or safety issue arises.
- Help keep the museum clean and tidy.
- Assist with grounds maintenance.
- Secure museum at the end of each day.
- Other duties as assigned.

Qualifications:

- Education Level – Grade 12, preference will be given to those with least one year of post-secondary education and an interest in or studying history and/or aviation.
- Experience in or knowledge of the use of Microsoft Office – (Word, PowerPoint & Excel).
- Experience using social media.
- Basic knowledge of office procedures including filing, phone etiquette, etc.
- Able to keep accurate and detailed documentation of work.
- Strong, professional verbal communication skills.
- Strong organizational and time management skills.
- Able to work both independently and as part of a team.
- Clear criminal records check through either the Halifax Police or RCMP.

Field of Study: History, Education, Museum Studies, Business, Management, or Marketing

This position will provide transferable skills for the students which will be useful in whatever career they pursue. Students will gain experience interacting with people of all ages and educating children and adults. They will gain public speaking, artifact conservation, display development, event planning and project management experience. They will learn about Nova Scotia's role in aviation as displayed in our collection.

Work term outcomes:

- Learn the process to add items to the museum collection and how to update the collections database.
- Develop skills in the use of social media for marketing and event planning.
- Become proficient with using Excel spreadsheets.
- Improve upon written communication skills.
- Demonstrate strong, professional verbal communication skills.
- Be able to competently perform administrative duties such as filing and answering phones.
- Ability to work as part of a team as well as independently.

Note: We thank all candidates for their interest, however, only those selected for an interview will be contacted.

Commitment to Employment Equity

The Atlantic Canada Aviation Museum is an equal opportunity employer. We are committed to ensuring diversity in the workplace. While all qualified candidates are invited to apply, we particularly welcome applications from women, persons with disabilities, First Nations, Métis and Inuit peoples, members of visible minorities, and 2SLGBTQ+ persons.

Characteristics of City/Region:

The Atlantic Canada Aviation Museum (ACAM) (<https://acamuseum.ca>) is located at 20 Sky Blvd, Goffs, across from the Halifax Stanfield International Airport; it is easily accessed from the adjacent Highway 102, the main route to and from Halifax, Nova Scotia's capital city. There are numerous hotels nearby. It is a 30-minute drive to downtown Halifax, 20 minutes to Dartmouth or Bedford.

Information on events, attractions, travel packages, and more is available at the Nova Scotia Doers and Dreamers Guide: <http://www.novascotia.com/travel-guide>.