



Greenwood Military Aviation Museum

P.O. BOX 786
Greenwood , Nova Scotia B0P 1N0
902-765-1494 Ext 5955 fax 902-765-1261

Full Time Summer Museum Assistant (Student)

The Greenwood Military Aviation Museum, located at 14 Wing in Greenwood Nova Scotia, strives to inspire visitors through an exciting and engaging collection of aviation-related historical artefacts and displays. We are currently seeking an energetic student keen to immerse themselves in the many facets of museum life. Gain valuable experience in historical research, tourism, museology (collections management, interpretation, etc), and public speaking. Museum Assistant tasks and projects can also be tailored to individual areas of interest – if there's something you'd like to explore, let us know! Apply today and join us for summer 2023!

Skills and Qualifications

- You must be a student enrolled in a full-time recognized college or university program.
 - The following areas of study are *preferred*: Museum Studies, History, Tourism, Canadian Studies, and Geography.
- Ability to communicate effectively verbally and in writing with all age groups (in English).
 - Bilingualism is an asset.
- Experience in records/database management, archival research, and museum operations are assets.
- Experience in retail sales, customer service, public speaking are assets.
- Excellent organisational and time management skills.
- Basic knowledge of the history of 14 Wing Greenwood, the Canadian Armed Forces or the Royal Canadian Air Force are assets.

Responsibilities

The Museum Assistant will be trained to take on a number of tasks throughout the Museum with ample opportunity for projects based on personalised interests (for example, designing your own tours, social media, digitization of artifacts, research projects, exhibit design, etc.) The following responsibilities, however, are core to the Museum Assistant position:

- familiarization with museum collection and Museum operations;
- ensure the safety, security, and cleanliness of Museum areas, artifacts, and equipment;
- promptly report problems, damage, emergencies or other concerns to the Manager;
- assist in opening/closing the Museum, preparing exhibits for visitors;
- greet visitors and promote museum featured exhibits/displays as required;
- assist in the operation of the Museum gift shop and reception desk;
- coordinate tours, visits and other activities as required by the Manager;
- conduct tours, when assigned or requested by visitors; and
- maintain professional appearance and conduct at all times.

Schedule

9:00am to 4:00pm Tuesday, Wednesday, Thursday, Friday, Saturday

Approximate dates - 29 May, 2023 until 31 August, 2023 (dates will take into consideration respective university/college programs).

Apply Now

Please apply using the following instructions.

- Include a brief cover letter in the body/text of the email submission along with an attached resume in PDF format.
- Electronic submissions must be sent to – dndwingmuseum@bellaliant.com.
- In the email subject line include – ‘Museum Assistant (Student)’.
- In the email body/text include – ‘Attn: GMAM General Manager’.
- Deadline to apply – 11:59pm on 15 April, 2023.
- Short-list and interview notifications will be sent no later than 21 April, 2023.

We welcome student applicants from all backgrounds and abilities. Should you have any questions, please feel free to contact us.