

Museum Administrator

BC Aviation Museum

1910 Norseman Road, North Saanich BC

Working closely with the Executive Director and Board of Directors, the Museum Administrator is responsible for building and maintaining the administrative foundation of the Museum. The Museum Administrator is essential to the smooth daily operation of the Museum and provides critical support to both paid and unpaid staff and must be highly adaptable. The candidate will be prepared to perform a variety of general and project-oriented administrative tasks, and some clerical work as required.

The Museum Administrator, because of their work schedule, is frequently the 'go-to' person for information and support. This role reports directly to the Executive Director.

RESPONSIBILITIES:

- Facilitate communication between the Executive Director, Board of Directors, and volunteer teams.
- Work specifically in close support of the Executive Director.
- Build and maintain the Museum's filing system.
- Record accurate minutes of Board meetings and department meetings as necessary.
- Troubleshoot and support the daily operation of the Museum.
- Receive and disperse messages and inquiries as appropriate (written, email, voicemail).
- Manage various inventories.
- Provide support to the customer-service volunteers (cashiers, tour guides).
- Manage and book Museum tours, events, and rentals in collaboration with the appropriate department lead.
- Create and distribute messages to the public.
- Maintain the Museum's membership, annual pass, and volunteer databases.
- Maintain and manage various calendars for museum activities.

REQUIREMENTS:

- Working knowledge of M365 essential.
- Experience building and maintaining filing systems.
- Demonstrated organizational skills.
- Experience coordinating office procedures.

- Excellent interpersonal skills.
- Ability to take direction but also work independently.
- Experience working with volunteers considered an asset.
- Experience with Shopify or other online retail software considered an asset.
- Experience maintaining and updating policy considered an asset.

QUALIFICATIONS:

- Post-secondary diploma in administration or a related field, or equivalent work experience.

DETAILS:

\$23.00/hour, 35 hours a week, Monday-Friday with some weekends required for special events. 3-weeks paid vacation per-year and a comprehensive benefits package. This position requires the successful completion of a Criminal Records Check.