

Job Title: Aviation Collections and Community Coordinator
Reports To: Chair, Canada's Aviation Hall of Fame (CAHF)
Location: Calgary, AB - Part-Time or Full-Time (to be confirmed)
Compensation: Commensurate with experience

Application Deadline: Applications will be accepted until the position is filled.
How to Apply: Please submit a resume and cover letter to Jean Menard, board chair,
at HR@cahf.ca

Overview

Canada's Aviation Hall of Fame honours the individuals and organizations that shaped aviation and aerospace in our country. We preserve stories, artifacts and records so that future generations can learn from the people who built this field. Our work is rooted in respect for history and a commitment to inspire Canadians.

Position Overview:

The Aviation Collections and Community Coordinator will support the care, organization and growth of the Hall's collections while also helping build strong community connections. This role works closely with the Historian, the Board Chair, volunteers and the professional team. It supports the Board, Induction Ceremony Gala Team and Nomination Review Committee (NRC) by gathering information, research and preparing files while maintaining community relations. The ideal candidate cares about history, enjoys working with people and understands how collections and outreach strengthen our mission.

Key Responsibilities:

Collections and Archives

- Maintain and organize physical and digital collections including artifacts, documents, photos, audio and video.
- Catalogue and document new items with clear and accurate data entry.
- Help prepare selected items for display, digitization, loan or research use.
- Monitor storage conditions and recommend steps to protect and preserve materials.
- Develop simple systems that make it easy for staff, volunteers and committee members to find materials.

Community and Volunteer Engagement

- Work with community partners, aviation groups and organizations to support outreach efforts.
- Assist with public inquiries and support educational requests.
- Help recruit, guide and support volunteers involved in preserving Canada's Aviation History: including but not limited to collections, research tasks, documentation or fundraising support.
- Build warm and respectful relationships with partners, donors, inductee families and stakeholders.

Research and NRC Support

- Prepare research packages for the Nomination Review Committee.
- Verify facts, gather background material and ensure nomination files are accurate and complete.
- Work closely with the Historian to confirm details, timelines and historical context.
- Support the Board Chair and professional team with research and archival information.

Collaboration and Reporting

- Reports to the Board Chair or their designate.
- Works closely with the Historian, Executive Director, professional staff and volunteers.
- Supports committees, including the Nomination Review Committee, with organized and reliable information.

Skills and Experience

- Experience in archives, museums, libraries or public history is an asset.
- Knowledge of archival practices, cataloguing systems and digital preservation.
- Strong research skills with the ability to verify information from multiple sources.
- Clear written communication and strong attention to detail.
- Experience working with volunteers or committees.
- Comfort working with both physical and digital materials.
- An interest in aviation or Canadian history is helpful.

Personal Qualities

- Respectful and careful when handling historical materials.
- Curious, patient and steady.
- Comfortable working with community partners and volunteers.
- Collaborative and open to feedback from the Board, staff, Historian and NRC members.
- Committed to CAHF's mission and values.

Work Environment

- Based in Calgary with the possibility of occasional travel for meetings, events or collections retrieval.
- Involves handling fragile items, occasional lifting and maintaining a safe and organized workspace.
- Uses digital cataloguing tools, cloud storage and standard office software.

Why This Role Matters

This position helps protect the stories that define Canada's aviation heritage. By supporting collections, research, volunteers and the community, the Aviation Collections and Community Coordinator strengthens the work of the Hall, the Board and the Nomination Review Committee. This role helps ensure our history is preserved with care and shared in ways that inspire Canadians today and tomorrow.

Candidates are invited to apply by sending their resume and a short cover letter to HR@cahf.ca