

Curatorial Manager

Location: Carp, ON, CANADA

Position Type: 18 month contract, full-time regular position, with the possibility of extension; up to 37.5 hours/week, including occasional evenings and weekends.

Salary: \$50,000, with a benefits package and good work-life balance

Closing date: May 8, 2017

The Diefenbunker, Canada's Cold War Museum, is a not-for-profit museum in rural Ottawa. Originally built in 1961 to house key members on Canada's government and military in the event of a nuclear attack on Ottawa, the Diefenbunker has been a museum since 1998. Its mandate is to increase throughout Canada and the world, interest in and a critical understanding of the Cold War, by preserving the Diefenbunker as a national historic site, and operating a Cold War Museum. The museum's vision is to showcase/champion Canada's preparedness to secure the seat of government during the Cold War. The Diefenbunker creates this country's most unique learning environment for present and future generations to understand better one of the most critical times in the world's history.

The museum has grown considerably over the past few years, and currently attracts over 75,000 visitors a year, including local residents and Canadian and international tourists. It is both a "bucket list" major tourist attraction in the National Capital Region, and a cultural hub in the west end of Ottawa offering award-winning programs to local youth. The museum has a reputation for artistic creativity and visitor engagement through its innovative programming, historical interpretation and partnerships.

Job Summary

The Curatorial Manager is responsible for the development of scholarship, content, learning, interpretation and exhibitions. The Curatorial Manager works under the general direction of the Executive Director. This position provides leadership and vision for curatorial excellence.

Responsibilities

- Builds a Curatorium/Advisory Committee, nationally and internationally, of scholars and experts to develop and guide content creation;
- Develops the museum's Curatorial/Interpretive Framework;
- Organizes a Cold War symposium in 2018 for the museum's 20th anniversary;

- Manages all aspects of the exhibition program (from concept to dismantling), including Bunker content and artefact-based exhibitions, partnership exhibitions from other organizations such as embassies and other museums, and community-based shows;
- Manages and expands the museum's Artist-in-Residence program;
- Directs and supervises the educational programming and staff;
- Supports the Facility Manager with collections management (as the facility is the key artefact of the Diefenbunker);
- Liaises with artists, academics, and stakeholders as appropriate;
- Searches out and applies for grants from governments, foundations and other funding sources;
- Participates in the museum's budget, performance management, business plan and other planning and reporting exercises, with a particular focus on the updating of the museum's Strategic Plan;
- Develops museum publications such as catalogues, and publishes and presents on behalf of the museum;
- Other duties as required.

Key Requirements

- Post-graduate university degree in a relevant discipline (such as history, cultural studies, art, political science), with a solid knowledge of the Cold War;
- Knowledge and experience with curatorial and/or museum practice and a capability to interpret scholarship for museum visitors; Evidence of scholarly research, publication and conference presentations;
- Demonstrated leadership and organizational skills;
- Experience preparing successful funding applications, especially with individual or team grants;
- Strong interpersonal and relationship management skills;
- Adaptability, innovation, as well as proven ability to work in a teamwork environment;
- Strong communication skills and excellent presentation skills;
- Functional in the second official language;

Assets

- Experience with overseeing educational programmes and museum learning;
- Knowledge of visitor behaviour and needs;
- Ability to understand additional languages that would assist in working with international partners (e.g. from the many languages of the Cold War, such as German or Russian).

Qualified candidates are required to submit a detailed résumé and a covering letter highlighting how their education, training, and experience meet the above-mentioned Screening Criteria and Position Requirements. Applications should be submitted to recruitment@diefenbunker.ca by May 8, 2017.

Notes

- This position is being posted internally and externally on a concurrent basis.
- There is no public transportation to the Museum from Ottawa.
- This position may include work in the evening, as well as on weekends and holidays.
- We are committed to employment equity and we encourage applications from qualified men and women, including Aboriginal peoples, persons with disabilities and members of visible minorities.
- Only the candidates selected for an interview will be contacted.