

Curatorial Assistant

Job Type: Contract

Location: Carp, ON, CANADA

Rate of Pay: \$16/h

Position Type: This is a contract position, beginning December 4, 2017 and ending March 31, 2018. The position will be for 37.5 hours a week, usually Monday to Friday but with some required evenings and weekends.

The Diefenbunker, Canada's Cold War Museum, is a not-for-profit, community 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.

Job Summary

Curatorial Assistant (CA) will assist in raising the Museum's profile nationally and internationally by aiding in the planning and execution of an international academic symposium on the Cold War to be held at the Museum. In addition to this important core responsibility, she/he will also aid the Curatorial Manager in exhibitions development, and present guided tours to visitors.

Central Responsibilities

- Aiding the Curatorial Manager in conference planning and administration.
- Conducting guided tours of the museum in both official languages. Tours will be conducted on a variety of Cold War subjects (i.e.) social history, military history, continuity of government, internal affairs, women's history, etc.
- Expanding the interpretive role of the museum by running programs that appeal to people from different age groups.
- Providing customer service.
- Cash handling: admissions and gift shop sales.
- Performing light indoor and outdoor maintenance (i.e.) dusting, sweeping and cleaning of visitor areas.
- Researching/gathering information on artefacts in the collection.
- Writing and preparing labels.
- Preparing exhibitions spaces (e.g. filling holes, painting, cleaning, monitors, moving display cases and plinths).
- Handling and assisting with the display of artefacts.
- Setting up seating for performances.
- Uploading exhibition and performance details to community listings.
- Supporting community and corporate special events.

Key Requirements

- Certification in First Aid/CPR C.
- Minimum 1-year previous experience working with the public.
- Fully functional on both official languages.
- Strong communication skills and excellent presentation skills in both official languages.
- Adaptability, innovation, as well as proven ability to work in a teamwork environment.
- Knowledge of proper artefact handling procedures.
- Experience working with exhibition design and installation.
- Familiarity with computers and Microsoft programs such as Outlook, Excel, Word and Powerpoint.
- A recent university graduate in a related field (museology, history, communications, education, or comparable studies).

Assets

- Studies in history, especially military and/or Cold War history.
- Ability to communicate in additional languages.
- Experience in dealing with high school groups and children.

Please e-mail your resume and cover letter by October 30, 2017 to n.clarke@diefenbunker.ca or by mail to:

Nic Clarke, Curatorial Manager,
Diefenbunker, Canada's Cold War Museum
Box 466, 3929 Carp Rd.
Carp, ON K0A 1L0

Notes

- 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.
- The successful candidate must be eligible for an internship under the guidelines of Young Canada Works at Building Careers in Heritage.