



Job Posting

Position Title: Conservation and Built Heritage Assistant
Deadline: Monday April 8, 2019
Location: Ottawa, ON (Carp)
Salary: \$14.50/hour
Hours: Summer student; hourly full-time with up to 37.5 hours/week, including evenings, weekends and holidays. This position begins on May 6, 2019.

The Diefenbunker, Canada's Cold War Museum, is a not-for-profit, community museum in rural Ottawa. Originally built to house key members of Canada's government and, military in the event of a nuclear attack on Ottawa, the Diefenbunker has been a museum since 1998.

POSITION SUMMARY

Built as a nuclear fallout shelter, the Diefenbunker has its own twist on a traditional museum. As a national historic site, and operating as a Cold War Museum the Diefenbunker's mandate is to increase, throughout Canada and the world, interest in and a critical understanding of the Cold War, by preserving one of Canada's best kept secrets for future generations.

As the Conservation and Built Heritage Assistant, you provide high-quality customer service to visitors at the Diefenbunker. You will be challenged and motivated to work in a collaborative environment where past and present nuclear tensions are relevant by ensuring the preservation and conservation of the bunker for history and public safety.

Under the joint supervision of the Facilities Manager and the Operations Manager, you will contribute to the mandate of the museum by assisting staff with basic preventative maintenance, artefact conservation and preservation, security and building maintenance. In addition, you will contribute by offering public activities for visitors, such as guided tours, school visits, and events as required. You will help contribute to the interpretive offerings of the museum by assisting with the overall organization and care of the Museum.

PRINCIPLE DUTIES & RESPONSIBILITIES

- Assist in various facilities management functions including preventative maintenance, conservation, preservation, security, and building maintenance;
- Assist with technical systems – telephone, server, wifi, a/v, lights, air circulation and filtration, mechanical, plumbing, electrical, emergency power generation, security, and fire safety;
- Assist in the management of the museum's collection, including the storage, conservation, and preservation of museum artefacts and archival work;
- Become familiar with the Diefenbunker's collection, the location of objects, the location of records, and how they are currently stored;
- Accurately provide descriptions, measurements, condition reports and locations for artefact records;
- Properly photograph artefacts and digitize archival materials for artefact records;
- Provide information regarding locations and conditions to those seeking artefacts or records from the collection;
- Conduct a built heritage research project, using the Diefenbunker's collection and archives;
- Interpret history and the themes of the museum through dialogue with visitors;
- Facilitate guided tours, programs, and activities;
- Ensure the safety of visitors and staff, and security of the museum while acting as Fire Warden for designated areas;



- Provide assistance for special events, rentals, outreach programs and promotional events, on and off-site;
- Assist in ensuring the museum is presentable by cleaning and other light maintenance;
- Foster a collaborative work environment in which employees feel supported, trusted and respected while ensuring to communicate and demonstrate the Museum's messages, policies, and values in a professional and respectful manner.

QUALIFICATIONS

The ideal candidate should have the following qualifications:

Key Requirements

- Current college or university student in a related field (museology, history, communications, conservation, or comparable studies);
- Certification in First Aid/CPR C;
- Police Records Check;
- Excellent communication and presentation skills;
- Adaptability, innovation, as well as proven ability to work in a teamwork environment;
- Experience working in a museum collection;
- Knowledge of proper artefact handling procedures;
- Familiarity with collections software (ie. Minisis);
- Proficient with computers and Microsoft programs such as Outlook, Excel, Word and Powerpoint;
- Minimum 1 year cash handling experience.
- Ability to lift and move up to 20 kg.

Assets

- Studies in history, especially military and/or Cold War history;
- Fully functional in both official languages;
- Extremely organized, highly motivated, proactive;
- Ability to sit or stand for extended periods of time.

THE DIEFENBUNKER MUSEUM OFFERS

- A fun, collaborative working environment;
- A place for continuous learning and growth;
- Flexible work hours.

TO APPLY

If you are interested, please send your cover letter, and resume with the subject line "[Your Name] – CBH Assistant" to r.wilson@diefenbunker.ca by April 8, 2019.

Thank you to all applicants for their interest, only candidates selected for an interview will be contacted.

PLEASE NOTE

- Hiring is subject to funding availability.
- There is no public transportation to the Museum from Ottawa.
- Diefenbunker, Canada's Cold War Museum is an equal opportunity employer and welcomes diversity in our workforce.