

Title: Collections Project Lead

Reports to: Visitor Experience Manager

Employment Status: Internship, Contract, September 14, 2020 to March 12, 2021.

Compensation: \$16/hour

Location: Carp, Ottawa, Ontario

Hours: 37.5 hours/week Monday through Friday Daytime

Closing date: September 8, 2020

POSITION SUMMARY

Under the supervision of the Visitor Experience Manager and Operations Manager, you will contribute to the growth, sustainability and stewardship of the Museum as an artefact, of its archives, and collection. This will include working towards completing collections reorganization and accessioning any outstanding artefacts into the collection, cataloguing, defining parameters to describe collections and organizing blueprints. As the Collections Project Lead, you will review current processes relating to collections and make recommendations for collection enhancements.

PRINCIPLE DUTIES & RESPONSIBILITIES

- Become familiar with the Diefenbunker's collection, the location of objects, the location of records, and how they are currently stored
- Become familiar and, with time, proficient with Minisis, the Diefenbunker's collections management software
- Complete collections reorganization, including accessioning any outstanding artefacts into the collection;
- Archival cataloguing and data entry. Items to be catalogued and uploaded to MINISIS;
- Make recommendations for collections management system to streamline how information is entered, accessed, and shared;
- Blueprints – assess and organize, create inventory list, and define parameters to describe collection;
- Review current processes for loans, donations, accessioning and deaccessioning, conditions reports and checklists, and make future recommendations;
- Develop a final report on work completed during term and recommendations for further collections enhancements.
- Conduct an artefact research project, using the Diefenbunker's collection and archives
- Conduct tours of the facility with a specialized focus on the artefacts and collection
- Other duties as needed

KEY REQUIREMENTS

- University or college graduate in a related field (museology, archaeology, history, or comparable studies) and are between 16 and 30 years of age at the start of employment
- 2-5 year experience in collections and conservation in museum setting
- Strong communication skills and excellent presentation skills
- Communicate effectively with people at all levels
- Make sound decisions regardless of situation. Seeks clarification or further information as warranted by the situation
- Work effectively as part of the team, whether in a lead role or as a team member.
- Adaptability, innovation, as well as proven ability to work in a team environment
- Experience in proper artefact handling
- Experience in artefact, archival, and collections research
- Familiarity with photographic and digitization equipment
- Familiarity with collections management software
- Familiarity with computers and Microsoft programs such as Outlook, Excel, Word, and PowerPoint

ASSETS

- Bilingual, able to conduct tours in both official languages
- Understanding of database systems and organization
- Understanding of the Cold War and Canadian history

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] – Collections Coordinator” to a.roncali@diefenbunker.ca by September 8, 2020.

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

Please note that 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.

This position is dependent on funding from the Young Canada Works at Building Careers in Heritage (YCW-BCH) program and candidate eligibility is stipulated by Young Canada Works graduate grant guidelines. All candidates must register online through the YCW website.