

Job Posting

Title: Project Assistant
Reports to: Operations Manager
Employment Status: Contract, with the possibility of extension
Compensation: \$16.00/hour
Deadline: July 30, 2021
Location: Ottawa, ON (Carp)
Hours: Evenings and weekends, various hours Thursday to Sunday

POSITION SUMMARY

The Project Assistant assumes the responsibility for the smooth operation of key revenue generating partnership projects, particularly the *Escape the Diefenbunker*, and assists with other museum projects as needed. They have knowledge in all museum offerings and answer various questions, such as its function, activities, mandate, and vision.

PRINCIPLE DUTIES & RESPONSIBILITIES

- Greet and orient visitors at the front desk, provide excellent customer service and answer questions about aspects of the museum and *Escape the Diefenbunker*;
- Handle cash, ticket sales, and store items;
- Interprets the Diefenbunker, including mini-tours of the 400L, answering guest questions, and informing guests on upcoming exhibitions and events;
- Host *Escape the Diefenbunker* experience in a professional and enthusiastic manner;
- Ensure the safety of visitors and staff, and security of the museum;
- Assist in ensuring the museum is presentable by cleaning and other light maintenance;
- Foster a collaborative work environment in which employees and partners (*Escape the Diefenbunker*) feel supported, trusted, and respected while ensuring to communicate and demonstrate the museum's messages, policies, and values in a professional and respectful manner;
- Assist in special projects and events.

POSITION REQUIREMENTS

- One year customer service experience
- Ability to provide a valid Vulnerability Police check
- Ability to work independently
- First Aid Certified

ASSEST

- Functionality in the second official language

To Apply

If you are interested, please send your cover letter, and resume with the subject line "[Your Name] – Project Assistant" to a.roncali@diefenbunker.ca

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

Diefenbunker, Canada's Cold War Museum is an equal opportunity employer and welcomes diversity in our workforce.

Please note that there is no public transportation to the Diefenbunker.