

## Job Posting

**Title:** Project Assistant

**Number of Positions:** 1

**Reports to:** Operations Manager

**Compensation:** \$16.00/hour

**Deadline:** August 19, 2022, 4:00 p.m. ET

**Location:** Ottawa, ON (Carp)

**Hours:** Part-time, evenings and weekends, various hours Thursday to Sunday.

Anticipated start date August 26, 2022.

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

### **POSITION SUMMARY**

The Project Assistant assumes the responsibility for the smooth operation of key revenue-generating partnership projects, particularly 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.

### **PRINCIPAL 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;
- Interpret the Diefenbunker, including mini tours of the 400 Level, 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 the 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 with special projects and events.

## **POSITION REQUIREMENTS**

- One year customer service experience;
- Ability to provide Vulnerable Sector Police Check;
- First Aid/CPR C Certificate;
- Strong communication skills and excellent presentation skills;
- Adaptability, innovation, as well as proven ability to work in a team environment;
- Ability to work independently
- Familiarity with computers and Microsoft programs such as Outlook, Excel, Word, and PowerPoint;
- Minimum one year previous cash handling experience.

## **POSITION ASSETS**

- Functional 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](mailto:a.roncali@diefenbunker.ca).

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 Diefenbunker from Ottawa.

All positions are subject to funding approvals.

Diefenbunker: Canada’s Cold War Museum is an equal opportunity employer and welcomes diversity in our workforce. For more information about the Diefenbunker, please visit [diefenbunker.ca](http://diefenbunker.ca).