

## Job Posting

**Title:** Education and Programs Assistant

**Reports to:** Operations Manager

**Compensation:** \$16.50/hour

**Deadline:** April 3, 2023, 4:00 p.m. ET

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

**Employment Type:** Summer student; hourly full-time with up to 37.5 hours/week, including evenings and weekends.

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 Education and Programs Assistant provides high-quality service to visitors at the museum. They contribute to the mandate of the museum by offering public and educational activities for visitors, such as guided tours, school visits, and public programming. They also answer various questions about the museum, such as its function, activities, mandate, and vision. In addition, they participate in the development and delivery of educational programs presenting an important and little-known part of Canada's contemporary history to Canadians and encourage Canadians to reflect on their past.

### **PRINCIPAL DUTIES & RESPONSIBILITIES**

- Develop and deliver summer youth programming day camp;
- Perform research and develop new and existing educational programs;
- Expand the interpretive role of the museum by delivering programs that appeal to a wide demographic and range of age groups;
- Greet and orient visitors at the front desk, answer questions about all aspects of the museum, and gather visitor data;
- Handle cash and sell admission tickets, memberships, and store items;
- Facilitate guided tours and educational programs;
- Provide assistance for special events, rentals, outreach programs, and promotional events, on and off site;
- Assist in ensuring the museum is presentable through 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.

## **POSITION REQUIREMENTS**

- Meets the requirements for [Canada Summer Jobs](#) or [Young Canada Works](#);
- 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;
- Experience working with children, youth, and seniors;
- 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;
- Current university student in a related field (museology, history, communications, education, or comparable studies);
- Experience in delivery or design of educational materials;
- Interest in history, especially military and/or Cold War history;
- Knowledge of proper artifact handling procedures.

## **To Apply**

If you are interested, please send your cover letter and resume with the subject line “[Your Name] – Education and Programs Assistant” to [m.boyd@diefenbunker.ca](mailto:m.boyd@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).