

Title: Volunteer Collections Assistant

Position Type: Volunteer

Reports to: Registrar/Curator

Date Revised: September 2026

POSITION SUMMARY

The Volunteer Collections Assistant supports the care, documentation, organization, and accessibility of the Diefenbunker's artifact and archival collections. Working under the direction of the Registrar and Curator, the volunteer assists with inventory, documentation, storage organization, location control, collections housekeeping, and approved remediation projects. Training is provided as required. The volunteer does not independently make collections management decisions.

PRINCIPAL DUTIES & RESPONSIBILITIES

- Complete assigned collections projects and tasks under direction from museum staff.
- Assist with cleaning, organization, inspection, and upkeep of collections storage, exhibition spaces, equipment, and approved collections objects using established procedures.
- Handle, move, and rehouse artifacts and archival materials following approved collections-care procedures and training.
- Assist with inventory, documentation, location control, and basic condition observations.
- Report damage, deterioration, loss, pest activity, water intrusion, contamination, equipment issues, or other collections concerns promptly.
- Maintain clean, orderly, and secure collections workspaces and properly use and store tools, supplies, and equipment.
- Follow all museum policies, procedures, health and safety requirements, and collections-care standards.
- Work collaboratively and respectfully with museum staff, volunteers, researchers, and other authorized individuals.
- Maintain confidentiality regarding institutional, donor, object-location, and security information.

POSITION REQUIREMENTS

- Strong attention to detail, accuracy, organization, and reliability.
- Ability to follow established procedures and written or verbal instructions.
- Good judgment and willingness to seek direction when unsure or when a task falls outside established procedures.
- Ability to work independently within assigned responsibilities, while contributing effectively to a team.
- Ability to safely handle, lift, carry, clean, position, and rehouse approved collections materials.
- Ability to obtain and maintain a Vulnerable Sector Police Check.

POSITION ASSETS

- Knowledge of the Diefenbunker and/or Canadian Cold War history. Military or affiliated service/exposure, local history knowledge, or personal Cold War experience.
- Experience in a museum, archive, gallery, historic site, or cultural heritage environment.
- Experience handling artifacts, archival materials, or other fragile or historic materials.
- Experience with MINISIS or other collections management databases. Training may be provided as required.
- Ability to lift and carry items up to 30 lbs.
- Interest or education in history, military history, museology, museum interpretation, communications, or a related field.
- Functional in both official languages.
- Standard First Aid/CPR and WHMIS certifications.

WORKING CONDITIONS

- Underground facility with no natural light.
- Frequent walking, standing, and movement between levels, and using stairs may be required.
- Frequent handling, lifting, carrying, cleaning, positioning, and rehousing of approved collection materials.
- May involve indoor work and seasonal outdoor work.
- Work may involve moderate physical exertion and periods of focused work to meet project deadlines.

HOW TO APPLY

To apply, please fill out the volunteer application form on our website at diefenbunker.ca/volunteer.

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